



ANDERSON COLLEGE

1997  1998

Digitized by the Internet Archive  
in 2011 with funding from  
Lyrasis Members and Sloan Foundation

<http://www.archive.org/details/andersoncolleges1997unse>

## **INTRODUCTION**

The Student Services area at Anderson College produces the Student Handbook to provide valuable information regarding policies and procedures, key dates, important contact people and resources, and additional materials of benefit to Anderson College students. Please review this book carefully, for all policies and procedures are binding for students who attend Anderson College.

The College provides a comprehensive program of student services. All activities and programs are designed to help students to have positive and rewarding personal growth experiences while at Anderson College. The areas within Student Services include the following: Academic Services, Adult Education, Career Planning and Placement, Counseling, Health Services, Intramurals, Orientation, Residence Life, Special Programs, Student Activities, and Student Government.

As a whole, Student Services are concerned with programs outside the classroom. Working together, Anderson College's faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually.

## **STATEMENT OF PURPOSE**

### **Nature, Scope, and Affiliation**

Anderson College, a private, coeducational, four-year, Christian liberal arts institution affiliated with the South Carolina Baptist Convention, offers degree programs at the undergraduate level.

### **Purpose**

The purpose of Anderson College is to provide, within a Christian community, a quality liberal arts education for a diverse student body that will prepare graduates for both a livelihood and a rewarding life.

In its effort to fulfill this purpose, the College is committed to the following values and goals:

#### **Value: Christian Community**

##### **Goals:**

1. To be a community of teachers and learners that actively affirms and proclaims the teachings of Jesus Christ as the ultimate guide for living.
2. To maintain a Christian environment by creating a community characterized by respect, responsibility, discipline, service, and grace.
3. To assist students in developing an understanding of ethics and Christian values and truths and of the ways in which this understanding applies to all human activity--public, private, individual, and corporate.

## **Value: Quality Liberal Arts Education**

### **Goals:**

4. To provide a broad liberal arts education as a means of fostering a pursuit of a life of purpose and freedom, truth and wisdom, tolerance for different ideas, and a spirit of generosity toward others.
5. To assist students in acquiring an understanding of the various modes of inquiry and expression in the broad areas of knowledge and experience--humanities, social sciences, mathematics, natural sciences, history, religion, and fine arts.
6. To provide opportunities for students to achieve competence in the skills of oral and written communication, mathematics, critical thinking, problem solving, and the use of computer technology.
7. To recruit qualified Christian faculty and staff committed to the challenge of integrating faith and discipline and to meeting the individual and collective needs of students, support their personal and professional growth, and reward excellence in performance and service.

## **Value: Diverse Student Body**

### **Goals:**

8. To recruit students who are supportive of the mission of the College as a Christian liberal arts college and who can benefit from the academic programs and student services offered.
9. To recruit a student body broadly representative of the cultural and ethnic diversity that characterizes the society in which graduates will live and work.
10. To recruit students who are well prepared academically and socially but also to provide opportunities for a limited number of students who may be under-prepared for college but demonstrate some promise for success.
11. To offer programs appropriate for resident students, commuting students, traditional college age students, and adult students.

## **Value: Preparation for a Livelihood**

### **Goals:**

12. To offer an academically challenging education in a variety of professional and pre-professional areas based upon the intellectual breadth offered by a liberal arts education.
13. To stress the relevance of liberal learning as well as professional knowledge to successful performance in a variety of careers and to the solution of contemporary problems.
14. To provide career education as both a curricular and a student service.

## **Value: Preparation for a Rewarding Life**

### **Goals:**

15. To emphasize the rewards of a life characterized by balance, discipline, service to others, and Christian discipleship.
16. To provide each member of the College community opportunities for intellectual, physical, social, moral and spiritual growth.

## **GUIDING PRINCIPLES**

The basis of all interaction at Anderson College is the expectation that students, faculty, and staff will behave in accordance with the values of a Christian academic community.

Anderson College's ideals are the ideals of Christian people. Each student is responsible for his or her actions, not only to self and to God, but also to the college and to fellow students.

Choosing to join this college community obligates each person to a code of behavior which is published in the College Catalog and Student Handbook. This code is guided by the Christian principles of love of God, neighbor, and self. Therefore, as a student in the Anderson College community, I agree to practice

**Respect for Others.** I will act in a manner that is respectful of the rights and privileges of others. Every member of the college community regardless of race, sex, age, disability, or religion has the right to grow and learn in an atmosphere of respect and support.

**Respect for Property.** I will act in a way that respects personal, college, and community property. Actions and behavior must not be wasteful or destructive to individuals, property, or the natural environment.

**Respect for Truth.** I will be truthful in all areas of my life. Truth forbids lying, cheating, stealing, and plagiarism. This principle requires high standards of integrity and moral obligation that all students are expected to exemplify in relation to roommates, friends, students, peers, and family.

**Respect for Rules, Regulations, and Law.** I will abide by and support the rules and regulations of the Anderson College Code of Conduct and abide by all federal, state, and local laws and ordinances.

**Respect for Academic Integrity.** I will do my own course work, in preparation for all assignments and in the classroom. This will enable each student to expand boundaries of knowledge, skill, understanding, appreciation, and sensitivity to the world of ideas and values.

## WELCOME FROM STUDENT GOVERNMENT PRESIDENT

Dear Students,

Welcome to Anderson College. I would like to extend greetings on behalf of your Student Government representatives for the coming year. I hope you have enjoyed your summer and are ready to dive back into the books for a challenging year of study. With your participation, the 1997-98 academic year promises to be one of fond memories for the student body of Anderson College.

Elected Student Government representatives have been and will continue planning and preparing diligently to assist the student body at Anderson College in having one of the most enjoyable years it has experienced in quite a while. Please note that every student at Anderson College is considered a member of the Student Government Association (see Constitution, Article 3). The organization can function more efficiently with input from the student body.

Suggestions, concerns, and ideas are, as always, greatly appreciated and enable us to better serve you. Feel free to express these to your representatives personally or through the suggestion boxes located in the Student Activities Center and SGA office (3rd floor Merritt). Remember that we are here to help you, so please look us up.

**NO ONE CAN DO EVERYTHING, BUT EVERYONE CAN DO SOMETHING.**

Sincerely,  
*Jeremy Jon Haltiwanger*  
Your Student Body President

### GOALS AND OBJECTIVES OF SGA

Goal: To foster student interests and activities, to aid in administering regulations, and to transact business pertaining to the student body.

Objectives:

- I. To organize an effective Executive, Legislative, and Judicial Branch of student governance.
- II. To create permanent or ad hoc committees to pursue and/or carry out student interests or projects.
- III. To implement avenues of effectively communicating to the Administration of Anderson College student concerns and information.
- IV. To implement avenues of effectively communicating to the students of Anderson College student concerns and information.
- V. To assist in preparing a budget for the Student Government Association and a social activities budget.
- VI. To communicate by action that the Student Government Association is an effective and viable organization.
- VII. To assist in training and developing student leaders.

## ACADEMIC CALENDAR - 1997-1998

### **SUMMER SCHOOL, 1997**

First Term: May 12 - 30; Registration - May 8  
Second Term: June 2 - 27; Registration - May 29  
Third Term: July 7 - August 1; Registration - July 3  
Open House V: Saturday, June 21

### **SUMMER ORIENTATION, 1997**

June 19-20 (Thursday-Friday)  
August 18-19 (Monday-Tuesday)

### **FALL SEMESTER, 1997**

Opening Faculty Meeting(AM); Divisional Planning(PM).....	Friday, August 15
Check-in & Class Schedule Pick-up for All Returning Commuters and All Adult Students .....	Friday, August 15
New Freshmen Residents Move Into Residence Halls .....	Sunday, August 17
Orientation for New Students .....	Monday, August 18-Tuesday, August 19
Schedule Pick-up for Freshmen .....	Monday, August 18
Check-in & Schedule Pick-Up for Returning Resident Students.....	Tuesday, August 19
Course/Schedule Adjustment.....	Wednesday, August 20
First Day of Class for the Fall Semester .....	Thursday, August 21
Opening Convocation (During Chapel Period) .....	Wednesday, August 27
Labor Day Holiday .....	Monday, September 1
Last Day to Withdraw from a Course With No Grade .....	Wednesday, September 3
Fall Break.....	Thursday - Friday, October 16-17
Mid-Term Grades Due .....	Thursday, October 23
Pre-Registration for Spring Semester, 1998 .....	Wednesday, October 29 - Tuesday, November 11
Last Day to Withdraw from Courses .....	Tuesday, November 4
Academic Olympics .....	Saturday, November 8
Open House 1 .....	Saturday, November 15
Thanksgiving Holiday .....	Thursday - Friday, November 27-28
Last Class Day .....	Friday, December 5
Final Examinations .....	Monday, December 8 - Friday, December 12
Graduation .....	Thursday, December 18

## **ACADEMIC CALENDAR 1997-98 -- CONTINUED**

### **SPRING SEMESTER, 1998**

Faculty Planning Day.....	Monday, January 5
Orientation for New Students .....	Tuesday, January 6
Check-in & Class Schedule Pick-up .....	Tuesday, January 6
Course/Schedule Adjustment.....	Wednesday, January 7
First Day of Class for the Spring Semester.....	Thursday, January 8
Last Day to Withdraw from a Course with No Grade .....	Wednesday, January 21
Open House II.....	Saturday, January 24
Founders' Day Convocation .....	Wednesday, February 11
Open House III.....	Saturday, March 7
Mid-Term Grades Due .....	Tuesday, March 10
Spring Break .....	Saturday, March 14 - Sunday, March 22
Last Day to Withdraw from Courses .....	Thursday, March 26
Pre-Registration for Summer Sessions and Fall Semester, 1998 .....	Wednesday, April 1 - Tuesday, April 14
Good Friday Holiday .....	Friday, April 10
Open House IV .....	Saturday, April 18
Honors Convocation .....	Wednesday, April 22
Last Class Day .....	Tuesday, April 28
Final Examinations .....	Wednesday, April 29 - Tuesday, May 5
Graduation .....	Saturday, May 9

### **SUMMER SCHOOL, 1998**

First Term: May 11 - 29; Registration - May 8  
Second Term: June 1 - 26; Registration - May 29  
Third Term: July 6 - 31; Registration - July 3  
Evening Term: May 18 - June 26; Registration - May 15  
Open House V: Saturday, June 27

## **CLASS ATTENDANCE REGULATIONS**

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance. It is the student's responsibility to be informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve him or her from this responsibility.

Absence from more than three (3) times the number of scheduled class sessions per week, whether excused or unexcused as judged by the instructor, is excessive, and the student will receive a grade of "F" unless the student requests a withdrawal or an incomplete, according to the policies stated in the catalog and the *Student Handbook*.

The individual instructor may choose to require higher standards than those described above. Each instructor's attendance policy will be published at the beginning of each semester as a part of the course syllabus. It is of particular importance that a student be aware of scheduled college events that will require class absence and plan accordingly.

The College issues an official leave of absence to students who represent the College in college-sponsored activities which make it necessary for them to be absent from class. Sponsors of such activities must have prior administrative approval for each anticipated absence of students. The leave of absence does not permit a student to miss more classes than are allowed by the attendance policies of the institution and the instructor. It merely allows him or her to make up the work missed. When an instructor deems an absence to be excused, the student must, within 3 days of his/her return to class, make arrangements with the instructor to make up the work missed.

If a student thinks that the faculty member's attendance record is in error, or if there are extenuating circumstances that warrant a reconsideration of the instructor's decision, then an appeal may be made. The student should first discuss the matter with the instructor in question. If the issue is not resolved, the next level of appeal is the division head and then the Dean of Student Services, the Academic Dean and finally, to the President. The student should continue to attend class and complete assignments until the appeal process has been resolved.

**FINAL EXAMINATION SCHEDULE  
FALL SEMESTER, 1997**

<b>EXAM PERIOD</b>	<b>MONDAY DEC. 8</b>	<b>TUESDAY DEC. 9</b>	<b>WEDNESDAY DEC. 10</b>	<b>THURSDAY DEC. 11</b>	<b>FRIDAY DEC. 12</b>
	Classes that meet at:	Classes that meet at:	Classes that meet at:	Classes that meet at:	Classes that meet at:
<b>8:30-10:30</b>	<b>9:00 MWF</b>	<b>9:25 TTH</b>	<b>10:00 MWF</b>	<b>10:50 TTH</b>	<b>11:30 MWF</b>
<b>11:30-1:30</b>	<b>*</b>	<b>3:05 TTH</b>	<b>2:30 MW</b>	<b>8:00 TTH</b>	<b>12:30 MWF</b>
<b>2:30-4:30</b>	<b>1:30 MWF</b>	<b>12:15 TTH</b>	<b>8:00 MWF</b>	<b>1:40 TTH</b>	
<b>6:00-8:00 Evening Classes as Scheduled **</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	

\*Exams for classes not meeting at regularly scheduled times.

\*\*Exams for late afternoon and evening classes that meet one time each week are given during the exam week at the time normally scheduled for the classes.

Note: This examination schedule has been designed so that the vast majority of students will have two or three exams on any given day. In the event that a student has four exams in one day, he or she should consult with the Associate Academic Dean, who will work with faculty to try to make some adjustment.

**Policies Governing Final Exams**

1. Exams will be given on the day and hour scheduled. **Students will not be permitted to take exams early except for highly extenuating circumstances.** Late exams will be scheduled ONLY when a student has a verifiable debilitating illness or injury or a death in the immediate family which occurs at a time that requires the student's absence from an exam. When one of these circumstances applies, the student is required to notify the instructor before the time of the exam so that a grade of I (Incomplete) can be recorded for the course, if necessary. The student is also required to arrange with the instructor a time when the exam can be scheduled.
2. At the discretion of the instructor, a student may be allowed to take the final exam without another section of the same course taught by the instructor (or taught by another instructor if the exam is a common departmental exam).
3. There will be no opportunity for any additional or make-up work after the final exam. There is NO re-exam. All grades are final and will be changed only to correct an error made by an official of the College.

**FINAL EXAMINATION SCHEDULE  
SPRING SEMESTER, 1998**

<b>EXAM PERIOD</b>	<b>WEDNESDAY APRIL 29</b>	<b>THURSDAY APRIL 30</b>	<b>FRIDAY MAY 1</b>	<b>MONDAY MAY 4</b>	<b>TUESDAY MAY 5</b>
	Classes that meet at:	Classes that meet at:	Classes that meet at:	Classes that meet at:	Classes that meet at:
<b>8:30-10:30</b>	9:00 MWF	9:25 TTH	10:00 MWF	10:50 TTH	11:30 MWF
<b>11:30-1:30</b>	*	3:05 TTH	2:30 MW	8:00 TTH	12:30 MWF
<b>2:30-4:30</b>	1:30 MWF	12:15 TTH	8:00 MWF	1:40 TTH	
<b>6:00-8:00 Evening Classes as Scheduled **</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>		<b>MONDAY</b>	<b>TUESDAY</b>

\*Exams for classes not meeting at regularly scheduled times.

\*\*Exams for late afternoon and evening classes that meet one time each week are given during the exam week at the time normally scheduled for the classes.

Note: This examination schedule has been designed so that the vast majority of students will have two or three exams on any given day. In the event that a student has four exams in one day, he or she should consult with the Associate Academic Dean, who will work with faculty to try to make some adjustment.

4. Students who do not appear for the final exam when it is scheduled and have not notified the instructor of an illness, accident, or death in the family, will receive a grade of F for the exam.
5. If any student has an unpaid balance or fines owed to the College for any reason, or overdue library books, no transcripts for that student can be prepared until the financial accounts are settled.
6. Grades must be submitted by instructors to the Registrar's Office 24 hours after the exam is completed. Grades may be posted by the faculty with student approval. Students are not to call or ask for their grades from the Registrar's Office.
7. Evening classes will have exams on the evening the classes regularly meet, beginning with December 8th in the first semester and April 29th in the second semester.

**Note carefully the time of the exam. No one will be allowed to make up an exam because he or she misread the exam schedule. Sleeping through an exam will also not be considered a reason for making up an exam.**

## INFORMATION CONTACT LIST FOR RESOURCES

Absences: Class.....	Individual Instructor
Academic Honors.....	Academic Dean
Assignment of Academic Advisor.....	Academic Services Office
AthleticsAthletic Director	
Automobile Registration .....	Security Office
Campus News .....	Student Services Office
Career Concerns .....	Career Planning/Placement Office, Academic Advisor
Check Cashing .....	Business Office
College Vehicles .....	Supervisor of Physical Plant
Course Selection .....	Academic Advisor
Residence Hall Repairs .....	RA or Residence Life Office
Holidays, Class Schedules, College Calendar of Events .....	Academic Dean's Office
Housing Requests.....	Residence Life Office
ID Cards.....	Security Office
Illness .....	Health/Security Center
Intramurals .....	Intramural Director
Lost and Found	Security Office
Newspaper (Echoes) .....	Journalism Department
Parking Decals .....	Security Office
Personal Problems.....	Counselor, RA, RHS
Probation/Suspension.....	Dean of Student Services
Room Change or Room Keys.....	Residence Life Office
Roommate Problem.....	RA, RHS, or Residence Life Director
Stamps .....	Student Center (Stamp Machine)
Student Activities.....	Student Activities Office
Student Bank .....	Business Office
Student Work .....	Financial Aid Office
Summer School and Night Classes.....	Registrar's Office
Thefts .....	Security
To Drop a Course.....	Registrar's Office for Form, then Advisor and Faculty Member
Traffic Tickets: Inquiry .....	Security Office
Payment .....	Business Office
Transcript of Record or Credits .....	Registrar's Office
Transferring to Another College .....	Advisor
Vehicle Registration.....	Security Office
Visitor Registration.....	Residence Life
Withdrawing from College.....	Academic Services Center or Student Services Office

## **ACADEMIC SERVICES CENTER**

The Academic Services Center at Anderson College functions as an enhancement to the academic courses and is intended to facilitate students' development of skills essential to academic success. The services of the Center are available at no additional cost to all Anderson College students.

The Academic Services Center conducts two major programs, the Tutorial Program and the College Opportunity Program. The Tutorial Program provides assistance to students who may need help in understanding a subject or in completing a particular assignment. Tutoring, which is provided by both faculty and students, is available in most subjects; but special assistance is available through the Writing Laboratory and the Mathematics Laboratory, which are staffed by faculty specialists in composition and in mathematics. Tutoring is available during the afternoons and evenings four days a week.

The College Opportunity Program consists of courses, tutoring, advising, and counseling designed especially for students whose placement test scores and/or high school records indicate a need for special assistance in reading, writing, or mathematics. The faculty, administration, and staff of Anderson College believe that competence in these skill areas is essential for success in college as well as in one's future career and personal life.

## **COUNSELING**

Counseling is a process of assessing both academic and personal growth, discovering potential, dealing with adjustment problems, and developing plans that will create a more satisfying lifestyle. A variety of counseling services are available to all students. There is no charge for most services, and the highest ethical standards are maintained.

### **Personal Counseling**

Individual, confidential personal counseling is available to students. This type of counseling is useful for those who are having significant problems with adjusting to life changes. It may also be appropriate for those who are having significant distress over interpersonal relationships or personal emotions and feelings. Counseling services are for short-term problems. Those individuals who require long-term assistance will be referred to off-campus professionals.

### **Career/Educational Planning**

The Career Services Center provides assistance to students by helping them relate their career goals to their educational plans. The staff seeks to meet students at their individual level of need in developing a self-directed career search. This may begin through experiences, and it may expand throughout a student's college years to resume development, graduate school planning, work experiences, and development of interviewing skills. Assistance may also include advising students who need to transfer to other colleges or universities in order to take advantage of academic programs not offered by Anderson College. If graduate study is an option for students, this office can provide information regarding admission and appropriate admissions tests.

### **Academic Counseling**

Academic guidance and support is available to all students through the Academic Services and Adult Education offices. Students receive individualized assistance in developing methods of effective study and managing time. Workshops are also provided regularly for a variety of study skills.

### **Support for Students with Disabilities**

Academic accommodations and counseling for disabled students are provided by the Academic Services Center. Students with disabilities who need special academic support for courses are requested to contact the Director of Academic Services for assistance.

### **Learning Disabilities**

If a student with a verifiable learning disability wishes to receive special considerations or assistance and has not already provided documentation to the Admissions Office, he or she must provide a valid assessment report to the Academic Services Center. Documentation should be no more than three years old. While the College does not offer any academic programs or courses designed especially for learning disabled students, services may be provided, including extended testing time and note-taking assistance. Accommodations may be made through contacting the Director of Academic Services.

## **HEALTH SERVICES**

On-campus health care is provided. All students, residential and commuting, may receive services at the Health Center provided that they have on file at the College a medical history and a physical examination form. Services offered at the Health Center include the following: (1) RN services 20 hours a week, (2) nurse practitioner services and consultation, (3) physical examination, (4) acute sick care, (5) limited laboratory services, (6) minor procedures when NP available, (7) referral to physician care if needed, (8) health literature, (9) health courses for Master the Art of Living series, and (10) Health Fair for education, screening, and counseling. (Daily hours will be posted for taking care of student health needs.)

## **RESIDENCE LIFE**

Residence life at Anderson College offers students an opportunity to grow and develop through living and learning with others. The residence hall is more than just a dormitory or place to live; it is an environment for individual growth through community living.

The Residence Life staff strives to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal

growth, and responsible citizenship. Anderson College has both professional staff and student resident assistants living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development.

In order to ensure a smooth operation of the residence halls, policies designed to facilitate community living have been developed. These guidelines which are part of college policy are found in the Residence Life Handbook which is called Community.

All residence halls and apartments are closed to students during the Christmas holidays. Although personal belongings may remain in rooms during this period (unless a room change has been requested), students must vacate the area within 24 hours after their last exam for the fall semester has been taken. Residence halls and apartments will not re-open until the day the Orientation for new students (for the spring semester) is scheduled.

Residence halls and apartments remain open during all other holidays and during Fall Break and Spring Break.

## **STUDENT ACTIVITIES**

Because all of a student's time is not spent in classes and studying, Anderson College offers a variety of extracurricular activities that provide opportunities for intellectual, physical, and social growth. With the help of student leaders, the Student Activities Director coordinates campus activities that are designed for wholesome recreation and personal development. Some of the events planned are movies, dances, tournaments, short courses, travel, and leadership training.

## **MASTER THE ART OF LIVING**

Master the Art of Living is Anderson College's unique student enrichment experience based on the philosophy that it takes more than a degree to survive and prosper in today's world. Master the Art of Living has been created to provide opportunities for students to acquire additional knowledge and a variety of skills often needed for personal and professional success.

Master the Art of Living programs fall into three general categories:

1. Chapel - programs focused on community worship
2. Personal Enrichment - programs focused on personal and spiritual growth
3. Career Preparation - programs focused on college survival and career preparation

## **Program Requirements for Master the Art of Living**

Students are required to attend four events in each category during each semester they are registered as full-time students. Full-time students will automatically be enrolled in Master the Art of Living during registration at the beginning of the semester. In order to graduate from Anderson College, a student must have earned 'Master Living' credit (attended the required number of events) during each semester of full-time enrollment. Attendance will be recorded at each 'Master Living' event. Student records will be maintained in the Academic Services Office.

'Master Living' programs are planned and scheduled for part-time, as well as full-time students, and all students are strongly encouraged to take advantage of these opportunities for learning and personal growth.

## **Exemptions**

Full-time students who have responsibilities which prevent them from completing the 'Master Living' program should see their academic advisor or contact the 'Master Living' program coordinators Dr. Danny Mynatt, Watkins 107 (231-2056) or Claudia Boles, Special Programs Office (231-2058) to request an exemption.

## **ATHLETICS**

Students may participate in a wide range of intercollegiate sports while enrolled at Anderson College. Women may participate in cross country, soccer, basketball, volleyball, tennis, and fast-pitch softball. Men's teams compete in cross country, soccer, wrestling, basketball, baseball, golf and tennis. Anderson College is a candidate for membership in the National Collegiate Athletic Association (NCAA). Anderson College is a member of the National Christian College Athletic Association (NCCAA).

## **INTRAMURAL SPORTS**

Anderson College has many intramural sports activities available to all students. Opportunities include basketball, billiards, flag football, golf, miniature golf, racquetball, sand-court volleyball, softball, and tennis. Students are encouraged to participate in the many teams that are organized to provide fun, health and spirited competition.

## **RELIGIOUS LIFE**

Because Anderson College is a Christian institution sponsored by the South Carolina Baptists, religious activities are an important facet of campus life. Religious activities are varied; and all students, regardless of denominational affiliation or religious faith, can find means of expressing their faith under the Baptist Campus Ministries program. The BCM program provides the following opportunities: large group Bible study, residence hall Bible studies, fellowships, Journey Teams, Church Related Vocations Association, Anderson College Athletes for Christ, work with a local nursing home, ministry with the children at the Boys and Girls Club and Jim Ed Rice Community Center, attendance to the state BCM conventions, and Christian Emphasis Week.

BCM encourages students, faculty, and staff to integrate their beliefs internally, as well as externally to the community at large. As a result, past mission trips have taken students to work in Bermuda with missionaries, as well as to cook and serve meals in various soup kitchens. Other projects include work with Habitat for Humanity and local churches. Students are also encouraged to become involved in a local church during their stay at Anderson College.

## **CHANGE OF ADDRESS**

Students must inform the Student Services Office and Registrar's Office of any changes in home address.

## **DRESS/PUBLIC BEHAVIOR**

Anderson College students should conform to the following dress guidelines:

- Men are expected to wear shirts on campus, except in their residence halls.
- Students eating the noon meal on Sunday should wear Sunday dress. While students are given some latitude in determining appropriate Sunday dress, tee shirts, tank tops, sweatsuits, shorts, muscle shirts, hats, caps, and flip flops are not acceptable as Sunday dress.
- Bare feet are not permitted in classrooms, the dining room, offices, or the Administration Building.
- Dress which advertises alcoholic beverages or which contain offensive language is prohibited.

In October, 1986, the faculty of Anderson College passed the following resolution: The faculty reminds students that appropriate dress, behavior, and language contribute to a good academic environment. Written messages on wearing apparel which are contrary to the policies and standards of Anderson College or those containing vulgarity are not acceptable. In addition, sexual familiarity in public places is not appropriate.

**FOOD SERVICE**  
**Martin Dining Room**

Anderson College contracts food service with **ARAMARK** management firm. All resident students (except seniors living at East Commons) must choose either the regular 21-meal plan (3 meals a day, 7 days a week), or the any 15-meal plan. Commuting students may eat in the dining room by paying for each meal or using the Debit Account.

**Martin Dining Room Hours**

Monday Through Friday

7:30 - 9:30 Hot Breakfast  
9:30 -10:00 Continental Breakfast  
11:00 -1:40 Lunch  
4:45 - 6:30 Dinner  
5:00 - 6:15 Friday Dinner

Saturday and Sunday

9:00 - 10:00 Breakfast  
12:00 - 1:00 Lunch  
12:00-1:30 **Sunday Buffet**  
5:00 - 6:00 Dinner

**Canteen Hours**

Monday-Friday: Morning.....8:00 - 3:30 pm  
Evening..... 5:00 - 10:00 pm  
Saturday.....1:00 - 5:00 pm  
Sunday.....6:00 - 10:00 pm

**Individual Meal Prices**

<b>Breakfast</b>	<b>\$3.25</b>
<b>Lunch</b>	<b>\$4.50</b>
<b>Dinner</b>	<b>\$4.75</b>

<b>Sunday Buffet</b>	<b>\$6.75</b>
<b>Premium Dinner</b>	<b>\$6.75</b>

**Dining Room Regulations**

No food may be carried from the dining room.

South Carolina Health law requires shoes in public eating places.

At the Sunday noon meal, the dining room dress code requires Sunday dress (shorts, tank tops, caps are not deemed appropriate).

All students must show I.D. cards to enter the dining room.

## **CANTEEN**

The Canteen located in the Student Center is operated by ARAMARK Food Service. Here you can grab a quick snack between classes or "hang out" with friends. Inside the Student Center, you can utilize the study table and dining tables, or enjoy the spacious outdoor deck overlooking the tennis courts.

The menu features hamburgers, Itza "solo" pizzas, nachos, and salads. Also, look for weekly specials!

## **LIBRARY REGULATIONS**

1. The library hours are as follows:  
Monday -- Thursday: 8:00 a.m. - 11:00 p.m.  
Friday: 8:00 a.m.-- 4:30 p.m.  
Saturday: Open according to posted schedule.  
Sunday 3:00 p.m. -- 10:00 p.m.  
The library is closed during all college holidays.
2. The library may be used by all members of the college community. Students are asked to identify themselves by use of their identification cards when checking out books.
3. Books, except reference and reserve books, may be checked out for approximately three weeks and may be renewed provided no one has requested that particular book.
4. Reference books may not be taken from the library. Reserve books vary in terms of how long and in what manner they may be checked out.
5. A fine of 10¢ per day is charged for an overdue book.
6. Magazines and newspapers will be used in the library only.
7. Each borrower is held responsible for books checked out in his or her name. Overdue books must be returned and fines paid in full each semester. Failure to do so will result in loss of borrowing privileges.

## **LOST AND FOUND**

Articles lost or found should be reported or brought to the Security Office. Items not claimed after six months are donated to local charities.

## **POST OFFICE**

The campus post office is located in the Student Center building. The post office is open Monday through Friday from 8:30 a.m.-- 4:30 p.m. A stamp machine is provided in the Student Center lobby. The campus post office is not equipped to handle the mailing of large packages. Packages may be done at the local post office which is about one mile from campus. All resident students are furnished a mail box with either a key or combination lock. A student's college address will be provided prior to arrival on campus. The cost for replacing a lost key is \$5.00 during the year and \$5.00 for failure to return the key at the end of the year.

## **SECURITY AND SAFETY**

The primary purpose of the Security department is to protect the property and lives of the faculty, staff, students and guests of Anderson College. The department is also responsible for enforcement of parking regulations.

The security officers are employees of Anderson College. They are certified by the state of South Carolina and have the same arrest power of a deputy sheriff. One or more members of the department are on duty 24 hours a day during the time school is in session.

The officers are available any time after dark to transport students from their cars to their campus housing or from one building to another on campus. Officers will assist students with dead batteries and when keys are locked inside cars.

In compliance with the Federal Crime Awareness and Security Act of 1990, Anderson College prepares an annual report setting forth campus security policies and campus crime statistics. This report, which also contains safety and security tips, is furnished to all current students and employees and to any applicant for enrollment or employment upon request.

## **SMOKING**

Smoking is not permitted in certain areas due to insurance regulations, health considerations, and/or college policy. Student should observe "No Smoking" signs. Smoking is prohibited in the Merritt Administration Building, the Merritt Theatre, Vandiver Hall, the Watkins Teaching Center, Abney Gym, the dining room, the Student Center, the Baptist Student Union, and in the Rainey Fine Arts Center. In addition, smoking is prohibited in North Rouse, South Rouse, and Denmark Hall. Substantial fines may be assessed to students who smoke in any of these areas.

## **SOLICITATION**

The College does not encourage or permit solicitation on the campus by individuals or organizations seeking donations or selling items for off campus groups and fund raisers. College-sponsored organizations must obtain permission from the Director of Student Activities for fund raising projects to be held on campus.

## **STUDENT BANK**

Resident students may deposit money in a student bank in the Business Office and draw it out as needed. The College encourages students to open checking accounts at local banks and use their services for cashing checks.

## **STUDENT HEALTH INSURANCE**

All full-time students are eligible to purchase health insurance. The policy is a group accident and sickness policy which covers the student for 12 months. Information on student health insurance is available in the Business Affairs Office.

## **CAMPUS ORGANIZATIONS**

Opportunities for service and fellowship are offered by membership in the following organizations and groups: A.C. Ambassadors, A.C. Echoes (student newspaper), A.C. Columns (yearbook), Campus Activities Board, Campus Ministries, Cheerleaders, College Republicans/Democrats, Collegiate Business Forum, Education Club, Fellowship of Christian Athletes, Gamma Beta Phi, M.I.C. (Minorities Involved in Change), O.I.K. (Fashion Merchandising), Psychology Club, Residence Hall Association, S.A.D.D. (Students Against Drunk Driving), Science Club, Spanish Club, Student Alumni Council, and Student Government Association.

In addition, all Anderson College students have the opportunity to participate in the various music ensembles on campus. These musical groups include the Anderson College Choir, the Anderson College Wind Ensemble, the AC Ensemble, Radiance, the Anderson Symphony Orchestra, the Iris T. Walker Memorial Handbell Choir, and various choral and instrumental chamber ensembles. Check with the secretary of the Fine Arts Division for information on membership in these organizations.

## **STUDENT PUBLICATIONS**

Student publications include "Ivy Leaves," a literary journal published once a year and "AC Echoes," a student news and literary magazine published each month. "Ivy Leaves," which is sponsored by the faculty in English, solicits short stories, poetry, drama, and art from students. Major staff positions for "AC Echoes" are filled in the spring of each year. However, staff positions are always open for students who wish to serve on the publication staff.

Anderson College provides student publications and a television production studio. All of these student media are designed primarily to be direct extensions of the classroom experience, supervised by faculty members and budgeted as part of the academic program.

## **INTRAMURALS**

Intramurals offer a student an opportunity to compete athletically as an individual or team against other Anderson College students. Competition is generally offered in softball, basketball, volleyball, tennis, and flag football.

## **CHEERLEADERS**

Cheerleaders have the responsibility for supporting the men's and women's athletic teams. Cheerleaders are divided into two squads in order to share responsibility for cheering at home and selected away games.

## **FREE PLAY OPPORTUNITIES**

Athletic and recreational facilities are available for student use when not scheduled for intercollegiate practice or games. These facilities include eight tennis courts (four lighted), the athletic field, and the sand volleyball courts. Whyte gymnasium is used primarily for free play services and the intramural program. The weight room is located in the balcony of Abney Gym. Students must present their Anderson College I.D. cards upon entering facilities and checking out equipment.

The tennis courts are not available after 11:00 p.m. daily and not before noon on Sunday. The Whyte gym is locked at 10:00 p.m. daily. The grassy areas around and including the athletic fields are not to be used for golf practice.

## **FORMS OF ACADEMIC DISHONESTY**

### **A. Plagiarism**

**Plagiarism is the presentation of someone else's words, ideas or data as one's own work.** When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, accurate, and specific footnote or "in-text" references, and, if verbatim statements are included, through quotation marks as well. **By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.** A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words;
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

### **B. Fabrication**

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

**Examples:**

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise, unless directed by the instructor to list references consulted even if not cited.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as one's own any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another, including purchased term papers.
5. Taking a test for someone else or permitting someone else to take a test in one's place.

**C. Cheating**

**Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.**

**Examples:**

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc.

**D. Academic Misconduct**

**Academic misconduct is the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test or other restricted educational materials.**

**Examples:**

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the College which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

Academic honesty is the individual responsibility of each student. Students should report violations of the Anderson College Policy on Academic Honesty and Dishonesty either to the instructor of the course affected or to the Dean of Student Services.

## II. Procedure

Individual faculty members have the responsibility for determining the action, within the guidelines provided below, to be taken in cases of academic dishonesty relating to their courses. **Acts of academic dishonesty are never to be ignored or overlooked for any reason.** However, once detected by the faculty member, extenuating circumstances relating to an act of academic dishonesty may be communicated to the Dean of Student Services.

A. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private, if possible, of the nature of the charge of alleged academic dishonesty (it is at this point that the student may respond verbally to the instructor's charge). The instructor will simultaneously request in writing that the Dean of Student Services verify the alleged incident's being a first offense. (Note: This contact with the Dean of Student Services is not intended to circumvent the levels of the process of appeal; rather, it is to ensure the tracking and record keeping related to repeat offenses of academic dishonesty.)
2. When the incident has been verified as a first offense, the instructor will notify the student in writing of the charge of academic dishonesty and the action or penalty imposed by the instructor.
3. When a student is accused of academic dishonesty, the faculty member must be prepared to provide evidence and/or support for the accusation upon which the decision rests.
4. A student may appeal the decision/penalty if he or she feels there are extenuating circumstances that warrant a reconsideration of the decision or action or if the student feels he or she has been treated unfairly or arbitrarily. All appeals by students must be initiated within 5 working days after being notified in writing by the instructor of the alleged violation (see #2 above).
5. All appeals must be presented IN WRITING by the student in the order listed.
  - a. instructor
  - b. Division Head (unless this is also the instructor)
  - c. Dean of Student Services
  - d. Vice President for Academic Affairs
  - e. President

At each stage of appeal, the person to whom the appeal is presented will respond to it in writing within 5 working days after receiving the appeal, with copies submitted to the student and the other individuals who have dealt with or will deal with the case in question.

6. If the alleged violation occurs during the final examination period of a semester, the Dean of Student Services will authorize the assignment of an "I" grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

When a student has been accused of an act of academic dishonesty, the student is required to participate in the entire process of adjudication and may not withdraw from the course in which the alleged violation occurred in hopes of avoiding possible repercussions of the alleged violation.

### **III. Penalties**

- A. A student guilty of the first offense of academic dishonesty will receive as maximum penalty a grade of "F" for the course. Lesser penalties will be left to the discretion of the instructor. Allowing a student accused of a violation to withdraw from or drop the course is not an appropriate action.
- B. A student guilty of the second offense of academic dishonesty will receive a grade of "F" for the course, may be suspended for a period of one semester (to be enforced during the next semester), and may be permanently dismissed from Anderson College.

### **IV. Confidentiality**

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the College's Policy on Academic Honesty and Dishonesty must be treated as strictly confidential by members of the faculty and administrative staff.

### **STUDENT GOVERNMENT ASSOCIATION**

Anderson College is dedicated to student leadership and development. Students are given opportunities to declare themselves as candidates for elected positions, and appointments to committees are made by the President of the Student Government Association. Every student who wishes to become involved in campus life through appointment or election is able to find a place to serve.

You need to know your campus leaders. All of them have learned a great deal about Anderson College from first hand experience. They can help you find your "place" and places for service. Look them up, talk with them, ask questions; they can and will help you!

## **CONSTITUTION/BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF ANDERSON COLLEGE**

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standard of conduct, loyalty and honor in all phases of college life.

### **Article I - Name**

Section 1.

The name of this organization shall be the Student Government Association of Anderson College.

### **Article II - Object**

Section 1.

The object of the Association shall be to foster student interests, concerns, and activities, to encourage high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

Section 2.

The Association shall communicate concerns to and from the administration of the College.

### **Article III - Membership**

Section 1.

Every student enrolled in Anderson College automatically becomes a member of the Student Government Association.

### **Article IV - Powers**

Section 1.

The powers vested in the Student Government Association constitute a privilege granted by the Administration. The student body shall be governed by three branches: Executive, Legislative, and Judicial.

### **Article V - Supremacy**

Section 1.

The Student Government Association shall try to achieve representation of all students at Anderson College.

Section 2.

The President of the College and the Board of Trustees have final authority in all matters regarding Anderson College.

## **Article VI - Executive Branch**

### **Section 1.**

The Executive Branch shall consist of the President, Vice-President, Secretary of the Student Government Association, freshman, sophomore, junior, and senior class presidents, and the Campus Activities Board chairman.

### **Section 2.**

The President, Vice-President, and Secretary shall be elected by student body members. The SGA advisory cabinet is a committee of SGA that meets at the request of the president.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees who are willing to participate will be placed on a ballot to select the person for each position.
- c. All nominees must have a 2.0 GPA and be free from academic or disciplinary probation.
- d. Campaign regulations will be given out and discussed at the campaign meeting.
- e. The candidate must receive at least 1 over half the votes cast to win an election.

### **Section 3.**

Duties of President:

- a. Shall call and preside over meetings of the student body.
- b. Shall act as the representative of the student body.
- c. Shall meet with the Administrative team and the Trustees of the College as invited.
- d. Shall appoint student government committees with approval of the Student Senate.
- e. Shall have veto power over Senate action.
- f. Shall appoint Attorney General and Assistant Attorney General with Senate approval.
- g. Shall appoint Chairman of SGA committees.
- h. Shall serve as ex-officio member of all committees.
- i. Shall appoint students to serve on the college governance committees.
- j. Shall assist with Open House programs.
- k. Shall assist with Orientation programs.

### **Section 4.**

Duties of Vice-President:

- a. Shall perform the duties of the President in his/her absence or at the request of the President.
- b. Shall serve as President of the Student Senate.
- c. Shall serve as advisor of the Freshman class until officers are elected.
- d. Shall become President if that office is vacated.
- e. Shall chair Parents Day Planning Committee.
- f. Shall be trained in Parliamentary Procedure.
- g. Shall appoint a parliamentarian for senate meetings.

### **Section 5.**

Duties of Secretary:

- a. Shall carry on correspondence for the Student Government Association.
- b. Shall keep minutes of the Student Government Association meetings and Student Senate meetings.

- c. Shall serve as Chairman of the Election Committee.
- d. Shall report issues of concern to faculty and staff.

Section 6.

President's Advisory Cabinet:

- a. Shall serve in an advisory capacity to the President of the Student Government Association.
- b. Shall consist of the Vice-President of the SGA, Class Presidents, Chairman of the Commuter Committee, Campus Activities Board chairman, and president or representative from other charter clubs or organizations.
- c. Shall meet at the request of the President. Absences may be excused at the President's discretion.

## **Article VII - Legislative Branch**

Section 1.

Powers of the student body rest within the Student Senate.

Section 2.

Composition of the Student Senate:

- a. Vice-President of SGA will preside over the Senate and vote only in case of tie.
- b. Class Presidents, the Campus Activities Board Chairman and other committee chairs shall serve as representatives of their respective areas/branches.
- c. There will be four Senators elected from each class. All Senators are required to attend all meetings. They are allowed two unexcused absences per semester. Absences may be approved by the Secretary of the SGA. (Excused absences include academic conflicts and family crises.)
- d. The Secretary of the SGA shall serve as secretary and keep records of attendance.
- e. One advisory member shall sit without vote (a faculty or staff member approved by the Student Senate, and with the qualifications of a parliamentarian).

Section 3.

Qualifications for Election to Senate:

- a. All candidates must not be under any disciplinary probation, or other charges, depending on their severity, by the college.
- b. All candidates must have at least a 2.0 GPA.
- c. All members must maintain a 2.0 GPA and attend all called and special meetings, except the two excused absences. If a Senator does not maintain a 2.0 GPA or exceeds the attendance policy and/or is put on social probation, and/or other charges, depending on the severity, then he/she will be dismissed from his/her position and a new Senator will be appointed by the SGA President. Grades will be checked at the end of each semester and attendance will be checked monthly.

Section 4.

Powers and Duties of Student Senate:

- a. Ratify all committee appointments of the President.
- b. Pursue recommendations from students of Anderson College.
- c. Act on all petitions from the student body.

- d. Serve on committees as deemed necessary by the Legislative Branch and the President of the SGA.
- e. Elect a President Pro Tem from the Student Senate to present SGA proposals to the appropriate authorities. The President Pro Tem shall preside over the Senate when Vice-President is not there.
- f. Override the presidential veto by 2/3 vote of the entire Senate.
- g. The Senate shall meet twice a month with the exception of December and May.
- h. Two-thirds of the Student Senate shall constitute a quorum to have a Senate meeting (excluding academic excuses).
- i. If a vacancy arises, the manner in which it will be filled shall be left to the discretion of the SGA Advisor and the President of the Student Government Association with Senate approval.
- j. The Senate has power to impeach the President or any other officer or elected member of the SGA, as described in article 14, by a 3/4 majority vote of the entire Student Senate, a majority vote of the Student Services Team, with approval by the President of the College.
- k. The Senate shall meet for special called sessions with advance notice of 24 hours.
- l. The Senate shall recommend constitutional amendments to the Student Services Team.
- m. The senate shall vote on all charters for clubs and organizations on campus.

#### Section 5.

#### Election:

Rising upper-class members of the Senate shall be elected during the spring semester and shall serve from the date of their installation until their successors are installed the following year. Freshmen Senators shall be elected in early September, and shall serve until the spring elections. They may serve other terms as a Senator if re-elected by the rising class.

#### Section 6.

Student Senate shall follow parliamentary rules of procedure and they shall be enforced by the Parliamentarian.

#### Section 7.

#### Legislative Procedure:

- a. Proposals or petitions from the student body go to the Student Senate.
- b. Proposals from the Student Senate go to the President of the SGA for acceptance or rejection.
- c. If the President of the SGA rejects a proposal, it can be overridden by a 2/3 vote of the entire Senate. The proposal is then sent directly to the advisor and the Student Services Team.
- d. A proposal that has the approval of the President of the Student Government Association goes to the SGA Advisor and then to the Student Services Team.
- e. The Student Services Team either rejects or accepts the proposals from the Student Senate.
- f. Rejected proposals by the Student Services Team are sent to the President of the College with explanations of why they have been rejected. He may override the decision of the Student Services Team.

- g. Proposals agreed on by the Student Services Team are sent to the President of the College for his signature.
- h. Once the President has signed the proposal, it becomes effective at his discretion.

#### Section 8.

##### Student Services Team:

The Student Services Team is appointed by the Governance System of Anderson College. Membership is made of two faculty/staff and six students. The purpose of the Committee is to serve as a sounding board to the President of the College concerning the recommendations, resolutions, and proposals coming from the Student Senate. After deliberation the feelings of the Committee concerning the issue is sent to the appropriate person with responsibility in the area in question. Proposals are sent to the President for consideration in making a final decision. Ultimately, the President of the College has final authority on Student Senate actions. The Student Services Team meets monthly and is subject to called meetings depending on Student Senate activity.

## **Article VIII - Judicial**

#### Section 1.

Disciplinary proceedings brought against a student for violation of the Student Code of Conduct will be adjudicated by the Judicial Board or the Dean of Student Services.

#### Section 2.

The judicial advisor shall determine the number of persons needed for each judicial body. Half of the student members of the Judicial Board shall be appointed by the President of SGA with Senate approval, and half of the student members shall be appointed by the Dean of Student Services. Faculty and/or Administrators shall be appointed by the Dean of Student Services.

#### Section 3.

The Dean of Student Services or his appointee shall serve as the presiding officer of judicial proceedings. The presiding officer shall be without vote.

#### Section 4.

The proceedings will be tape recorded and the recording will be kept until time for an appeal of the decision has passed. The tape is property of the College and cannot be released to anyone except the appeal officer.

#### Section 5.

Any student charged with a violation shall have the option of a hearing, and sentencing, either by the Judicial Board or the Dean of Student Services.

#### Section 6.

The Dean of Student Services or his appointee may refer a "no violation" plea to the Judicial Board even though the student may have requested the hearing and sentencing by the Dean of Student Services.

#### Section 7.

Any behavior problem which arises that is not listed in any Anderson College publication shall be handled by the Dean of Student Services or his appointee.

#### Section 8.

At least 4 students and 2 faculty /administrators shall be present at a hearing for the Judicial Board to have a quorum.

**Section 9.**

Any member of the Judicial Board may be excused by the presiding officer if the member feels he/she would be prejudiced concerning a case.

**Section 10.**

In the event the Judicial Board does not have enough members to meet because of excuses for feeling prejudiced toward a case, the Dean of Student Services and the President of SGA shall appoint the appropriate trained students to meet the requirements for a quorum. If a quorum cannot be seated, the student whose case is being heard may have the choice of continuing without a quorum or waiting for another hearing to be scheduled.

**Section 11.**

The President of the SGA shall appoint an upperclassman to be the Attorney General and an Assistant Attorney General with Senate and advisor approval. He/She will be without vote on disciplinary proceedings.

**Section 12.**

The Attorney General or Assistant Attorney General shall meet with accused student, upon his/her request to review specific charges against him/her and to inform the student of his/her rights.

**Section 13.**

A decision by the Judicial Board or the Dean of Student Services may be appealed to the President of the College who may hear the case or choose a Committee to hear the appeal.

**Section 14.**

An appointment for an appeal shall be made within three (3) school days of the initial sentencing. A request for an appeal shall be made in the office of the Dean of Student Services.

**Section 15.**

The grounds for appeal shall be:

1. Procedural rights violated.
2. Sentencing too severe.

**Section 16.**

The President of Anderson College and/or his Committee may:

- a. Uphold the decision.
- b. Request a meeting to discuss a lessening of the sentence.
- c. Leave the final decision to the Dean of Student Services.
- d. Reverse the decision of the Judicial Board.
- e. Add to the sentence.

**Section 17.**

The Dean of Student Services has the right of appeal if he feels the sentence has been too light or procedures have been violated.

**Section 18.**

The Dean of Student Services or his appointee shall adjudicate cases of participation in prohibited behavior during summer school.

**Section 19.**

The students serving on the Judicial Board shall be appointed by the President of the SGA and the Dean of Student Services by the second week of the academic year, and they shall serve for the duration of the year.

## Section 20.

The Attorney General and the Assistant Attorney General shall be appointed by the President of the SGA in April of each year. He/She will serve the entire next academic year.

## **Article IX - Class Officers**

### Section 1.

Class presidents shall be elected by their respective classes.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees must have a 2.0 GPA and be free from any disciplinary or academic probation.
- c. Upper-class elections shall be held in spring of each year.
- d. Freshman election shall be held in September of each year.

### Section 2.

Duties of the Class Presidents:

1. To preside over class meetings.
2. To serve on the Presidents Advisory Cabinet.
3. To serve as a member of the Student Senate.
4. To be in charge of planning class oriented events (i.e. Freshman & sophomore classes - Community Service Projects, Junior Class - Homecoming, Senior Class - Beauty Pageant).
5. Meet with class senators at least once a month.
6. Communicate to class what they are doing once a semester.

## **Article X - Election**

### Section 1.

All Student Government elections shall be administered by the Elections Board. Printed election guidelines shall be set by the Election Board. Changes in guidelines shall be done with Senate approval. Refer to Article VI, Section 1. d. for other Election information.

## **Article XI - Installation**

### Section 1.

Student Government Association officers shall be installed in the spring at a Senate meeting after elections. The outgoing President shall administer an oath to the new President and the new President shall in turn administer the oath to the new officers.

## **Article XII - Vacancies**

### Section 1.

The manner in which vacancies shall be filled shall be left to the discretion of the SGA Advisor and the President of the Student Government Association with Senate approval. Vacancies shall be filled within 30 days unless the vacancy occurs less than 30 days before the vacancy would be filled by elections of appointment for the next academic year. Members have the duty of fulfilling the responsibilities of their position until the date of graduation.

### **Article XIII - Relegation**

If any member of the Executive, Legislative, Judicial Branches, or of the Campus Activities Board or other committees of the Student Government Association is found conducting him or herself in a way that would cause defamation to the Student Government Association, and Anderson College, and/or charged and found in violation of prohibited behavior, and depending on the severity of the offense, he or she may be released from the Student Government Association, with the decision coming from the SGA Advisor and Executive Branch.

### **Article XIV - Impeachment**

#### Section 1.

Any Student Government officer shall be subject to impeachment. He/She may be impeached for a failure to fulfill his/her office or flagrant and willful violation of the Constitution.

#### Procedure:

1. Charges of impeachment will be sent to Student Senate for review.
2. After a hearing by the Senate and 3/4 majority vote of the entire Senate in favor of impeachment, the recommendation is sent to the Student Services Team.
3. If the majority of the Student Services Team recommends impeachment, the matter will then be sent to the President of the College for final approval.

### **Article XV - Amendments**

#### Section 1.

Recommended changes in the Constitution come through the Senate, SGA Advisor, and the Student Services Team.

#### Section 2.

The President of the College can either:

- a. Accept the changes as presented or
- b. Recommend the changes be presented to the student body for a vote.

#### Section 3.

If the changes are presented to the student body, a secret ballot shall be the mode of voting.

#### Section 4.

A public notice of the proposed amendment shall be posted at least five days before voting.

#### Section 5.

Ten percent of the student body must vote with a 2/3 majority to pass.

### **Article XVI - Changes in Guidelines**

#### Procedures, Boards, Committees

#### Section 1.

Changes may be made by the Student Senate providing the changes are in agreement with a majority of the organizations that are affected.

#### Section 2.

Should disagreement arise between the Student Senate and the organization to be affected, the issue shall be resolved by the Student Services Team.

## **Article XVII - Attendance**

### **Section 1.**

Members of the Student Government Association Student Senate shall attend one-third of all organizational sponsored activities per semester. Two unexcused absences are allowed for the meetings per semester (including the retreat).

Members are sworn into office in the spring, but do not assume assigned responsibilities until the fall semester of the next academic year. Members must attend the spring semester Leadership Training sessions provided for them in March and April. [CAB Chairman must attend only one-sixth of sponsored events.]

## **Procedures, Boards, and Committees**

(A more complete description of the judicial process is found in the main section of the Handbook.)

### **Section 1.**

Any person who is affiliated with Anderson College either as an administrator, a faculty, staff member, or student shall report any participation in the prohibited behavior code. All reports should be made to the Dean of Student Services.

### **Section 2.**

Once it is established that there is enough evidence to bring charges against a student, the Attorney General or the Assistant Attorney General shall meet with the accused student in person and in private to inform the student of the specific charge, the nature of the evidence, and student rights. A student may waive the meeting with the Attorney General or the Assistant if the student signs the statement of waiver.

### **Section 3.**

At the disciplinary hearing, which is a closed hearing, the defendant will be given an opportunity to question the nature of the evidence and witnesses. Disciplinary committee members may question the defendant and witnesses. After all parties are satisfied that evidence has been properly presented and witnesses properly heard, the defendant, witnesses, and the Attorney General will be dismissed during deliberation.

### **Section 4.**

The Judicial Board will decide by secret ballot and a simple majority vote as to whether the defendant is guilty or innocent. If a student is guilty, the Judicial Board will decide by simple majority vote the sanction to be imposed.

### **Section 5.**

Normally, the decision will be announced to the defendant on the same day of the hearing. The Judicial Board may have up to 48 hours before rendering a decision. The Dean of Student Services or his appointee will inform the defendant in person of the decision of the Judicial Board. The Dean of Student Services or his appointee will implement the disciplinary penalty.

### **Section 6.**

When a student has a disciplinary hearing by the Dean of Student Services or his appointee, less formal procedures will be followed.

## **RESIDENCE POLICY**

Believing that students benefit in personal growth and educational opportunity from residential living, Anderson College requires all freshman and sophomore students to live in campus housing. Students who meet one of the following criteria may elect to live off campus prior to their junior year.

1. Married.
2. Live locally with a parent, brother, sister, or other close relative.
3. Are 21 years of age prior to the beginning of the semester.
4. Have lived in campus housing for four semesters (excluding summer school) without attaining junior academic status.
5. Have special permission from the Dean of Student Services or Housing Committee to live off campus.

Freshman and sophomore students who wish to live off campus and do not meet one of the first four criteria must complete a request form in the Student Services Office. The Dean of Student Services may act on the request or may refer it to the Housing Committee for a decision. Students will be notified of the action of the Dean or Committee concerning whether or not permission to live off campus is granted. Students living off campus illegally will be billed for a residence hall room and the 21-meal plan.

Currently, we do not have housing for married students.

## **CRIME/SEXUAL ASSAULT**

Anderson College is in compliance with the Student-Right-to-Know and Campus Security Act. Statistics of crimes committed on campus are reported in the Security brochure published annually and distributed to all students, faculty and staff. It is also available in the Admissions Office for prospective students at their request.

College personnel hold workshops throughout the year to educate students on procedures to use if any instance of crime is encountered on campus. Crime prevention programs are also emphasized throughout the year. Videos and speakers are presented during Orientation, ACE classes and in residence halls dealing with the issues of rape, acquaintance rape, and other sex offenses.

### **Procedures for Dealing with Sex Offenses**

1. If a sex offense occurs on campus, the College Counselor, Residence Life Staff, or a security officer should be contacted immediately.
2. The staff member contacted above will encourage the victim to do one of three things:
  - a) Contact the police. Campus personnel will assist the victim in contacting the police at the student's request.

- b) Go to the emergency room at the Anderson Area Medical Center. They have a rape specialist on duty at all times. She will counsel the victim, preserve evidence, and make the immediate arrangements for medical aid, physical exam and necessary treatment. The rape specialist must notify the police.
- c) Telephone Foothills Rape Crisis Center at 231-RAPE. They can explain all options to the victim. They will not contact police if victim does not want the police involved but will encourage reporting to the police and getting immediate medical attention.

The police, the emergency room and the Rape Crisis Center work closely together. The victim is not pushed to make an immediate decision concerning filing charges. The police are concerned about preserving evidence before the victim washes up, showers, changes clothes, and before bruises or other marks on the body disappear. While the decision to file charges may be made later, the lack of evidence immediately following the rape weakens the case if the victim eventually decides to file charges.

- 3. If the alleged assailant is a student, the college counselor or residence life staff member will inform the victim of options for on-campus disciplinary action:
  - a) To file an on-campus report, the victim and/or witnesses must submit a report to the Student Services Office. The incident will be investigated, and if sufficient evidence is determined to exist, the accused student will be charged with an alleged violation of the Code of Conduct (as found on in the Student Handbook, Disciplinary Code, Article III, Section B). All ordinary judicial procedures will be followed as outlined in the Student Handbook. Both victim and accused have the same right to present witnesses before the Judicial Board and the right to be assisted by an advisor who is a member of the faculty, staff, or student body of Anderson College. As permitted by Federal Law (Public Law 102-325), both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
  - b) The victim may choose the option of mediation rather than the judicial process in handling the incident on campus (Disciplinary Code, Article II, #5, in the Student Handbook). Mediation is handled through the College Counselor. Both parties must agree to mediation and are bound by the contract drawn up during the process. Breach of the mediation contract may result in disciplinary charges.
- 4. The range of sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) range from warning to College suspension for an indefinite period. For additional information on sanctions, see the Student Handbook, Disciplinary Code, Article IV, Section B.
- 5. At the victim's request, assistance in changing academic and living situations will be made provided such changes are reasonably available. The victim should contact the Academic Affairs Office to seek changes in the academic situation or the Residence Life Office to request a housing adjustment.

6. College Counselor will follow up with the victim of a sexual assault to make sure she is aware of on-campus counseling services as well as local mental health and rape counseling resources.

#### **Statement of Compliance with the Family Rights & Privacy Act of 1974**

Anderson College maintains the following types of records on students:

1. Student academic records are maintained in the Registrar's Office. These records are never destroyed.
2. Admissions records are maintained after admission in the Counseling Center two years beyond the date of termination.
3. Advising records are maintained in the Academic Services Center four years beyond the date of termination.
4. Alumni records are maintained by the Vice President of Institutional Advancement.
5. Counseling records are maintained in the Counseling Office.
6. Financial records are maintained in the Business Office.
7. Financial Aid records are maintained by the Director of Financial Aid and are kept a minimum of five years after the student last received financial aid.
8. Medical records are maintained by the College Nurse.
9. Social and disciplinary records are maintained by the Student Services Office and are kept five years beyond the date of the student's termination of enrollment.

All of these records, except personal counseling records, medical records, and Financial Aid records, may be reviewed by the student. In some instances a written request may be required, but in no instance will the college wait longer than 45 days to provide access to the record. The student may be charged a minimum of ten cents per sheet for photocopies of his records. The custodians of the records, as listed above, may all be reached by mail at Anderson College, Anderson, S.C. 29621.

If there is disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five days of the student's request. The hearing will be conducted by a person who is appointed by the Chairperson of the college faculty and approved by the student. At the hearing the student may be assisted by a person of the student's choice and at the student's expense. The student will be notified in writing of the outcome of the hearing.

If, after a formal hearing, the student feels that his record is inaccurate or misleading, he will be given the privilege of making a written comment on the record setting forth his reasons for disagreeing with the college. The student's comment will then become a part of the record.

The college will not issue personally identifiable records, including transcripts, without the student's express written consent except: (a) Anderson College officials will have access to the records; (b) parents of dependent children will have access to grade reports if the Registrar is given written permission by the student; (c) records may be released in connection with a student's application for or receipt of financial aid; (d) certain state and federal officials have legal access to the records.

Directory information is considered to be public information and may be released by the college without written consent unless the college is instructed to withhold such information from the public. Items of directory information are name, address, telephone listing, parents' names, date of birth, denomination, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received if a candidate for graduation, receipt of any honors, and previous educational institutions attended. Any student who does not want this information released by the college must communicate this in writing to the registrar by the end of the first week of classes each semester.

## **STUDENT RIGHTS, RESPONSIBILITIES AND EXPECTATIONS**

The person-centered philosophy which is the heart of the educational mission of Anderson College affects the lives of all persons who are part of this community. This philosophy is based on the assumption that faculty, staff, and students who work and live here recognize the worth and dignity of each person and the special contributions they make to the college, to society, and to the Christian community.

These statements of Student Rights, Responsibilities and Expectations seek to balance the policies that are necessary in an educational community with each individual's right to personal freedom and the opportunity to reach his or her maximum potential. Authentic community life and achievement of agreed-upon purposes within an institution necessitate that there be external and internal restraints. Our community life both enhances and restricts our personal and collective freedom, so there needs to be an element of self-discipline on the part of all of us---faculty, students and administration.

As a community of Christian higher education, biblical principles dictate a higher order of community life. A Christian community has to do with being related to one another and being dependent on one another. Discipline is the responsibility of all the members of the community. When this happens, a concern for the individual and the common good of the community will develop.

Anderson College expects its students to be honest, to respect the property and rights of others, and to obey city, state and federal laws. In addition, students are expected to live within the regulations of Anderson College. A majority of students live within the expectations. Nonetheless, all students have the right to know behavior which is prohibited.

In the Spring of 1975 the Student Senate, Student Affairs Committee, and the President of the College joined together in establishing a prohibited code of conduct for Anderson College students. Reasonable people who established the code felt that the prohibitions were not unreasonable for Anderson College students. The Code was updated and revised in 1992, 1995, and again in 1997, but remains essentially the same in principle as the 1975 document. A student who finds the code unreasonable will probably not be happy at Anderson College. Students should note that they are not immune from the legal or judicial process and that the college disciplinary proceedings do not replace state or federal law.

## **STUDENT RIGHT OF APPEAL - ACADEMICS**

If a student feels that she or he has been treated unfairly, capriciously, or arbitrarily in any academic decision affecting her or him, she or he may appeal the decision. Appeals must be initiated within one month of the date of the decision, or the action, being appealed. The student should first appeal the decision in writing with the person who made it, presenting her or his views on the issue. If the matter is not resolved, the student may appeal to the next highest authority. The line of appeal is the instructor, then the division head, the Vice President for Academic and Student Affairs, and finally the President. In matters related to grades, the line of appeal is the instructor, the division head, the Vice President for Academic and Student Affairs, and the President. Each person to whom an appeal is made has five working days in which to make a decision and to communicate the decision to the student. Students should understand mere unhappiness with a decision that affects them adversely is not grounds for an appeal. In order for an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the College's policies.

## **STUDENT RIGHT OF APPEAL - NON-ACADEMICS**

In a matter or concern outside of academic decisions, the student will follow a similar appeal process. The student will notify the person who made the decision in writing regarding her or his views on the issue. If the matter is not resolved, the student would appeal to the next highest authority. The order of appeal may vary according to the individual faculty or staff member who made the decision which is being appealed. As a result, students may consult the Student Services Office for help in determining the appropriate line of appeal for matters or concerns outside of academic decisions and the appropriate actions to take. All policies and procedures applicable to the appeal process regarding academic decisions also apply to appeals made for non-academic decisions.

## **STUDENT JUDICIAL RIGHTS**

Anderson College is committed to guaranteeing procedural fairness to any student charged with a violation of the Code of Behavior. The essence of procedural fairness includes ensuring that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. The following list enumerates the specific judicial rights of students charged with violations of the Code of Behavior.

1. Right to a hearing.
2. Right to be informed in writing of all charges at least three (3) days before any hearing may proceed.
3. Right to waive the three-day notice of charges.

4. Right to remain silent. If a student chooses not to testify, a decision will be made on available evidence.
5. Right to be assisted by an advisor of the student's choice. The advisor must be a member of the Anderson College community (student, faculty, or staff).
6. Right to be assumed innocent until found guilty. The burden of proof rests on the person(s) bringing the charges.
7. Right to testify, to present evidence and witnesses, and to hear and question adverse witnesses.
8. Right to be present at the hearing except during the deliberation.
9. Right to appeal the decision to the Vice President for Academic and Student Affairs, then to the President.

## **Disciplinary Code**

### **Article I: Definitions**

1. The Term College means Anderson College.
2. The term "student" includes all persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students".
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College Community" includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "judicial body" means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means a College official authorized on a case-by-case basis by the Dean of Student Services to impose sanctions upon students found to have violated the Student Code. The Dean of Student Services may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of judicial body. Nothing shall prevent the Dean of Student Services from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Dean of Student Services is that person designated by the College President to be responsible for the administration of the Student Code.

13. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, Residence Life Handbook (Community), and the College Catalog.

### **Article II: Judicial Authority**

1. The Judicial Advisor shall determine the number of persons needed for each judicial body organized on campus. Half of the student members shall be appointed by the President of the SGA with Senate approval and half the student members shall be appointed by the Dean of Student Services. Faculty members shall be appointed by the Vice President for Academic Affairs.
2. The Judicial Advisor shall determine which judicial body shall be authorized to hear each case.
3. The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearing which are not inconsistent with provisions of the Student Code.
4. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
5. A mediator may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

### **Article III: Prohibited Behavior**

#### **A. Jurisdiction of the College**

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises of which adversely affects the College Community and/or the pursuit of its objectives. See Article III, Section C. for jurisdiction in violations of the law off-campus.

#### **B: Conduct--Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any College official, faculty member, office, or anyone representing the college in an official capacity.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Tampering with the election of any College-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, rape, and/or other conduct which threatens or endangers the health or safety of any person on campus or in off campus events in which Anderson College is officially involved.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, or possession of stolen property (including unauthorized use of telephone access codes).
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
6. Failure to comply with directions of College officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys or key cards to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities. These laws include, but are not limited to those dealing with gambling and arson.
10. Use, manufacture, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages or containers on College premises, at college sponsored functions, at functions where Anderson College is officially represented; or public intoxication. (Note explanation of "Violation by Implied Consent" on page 39 of this Handbook.)
12. Setting off a false fire alarm or tampering with the fire safety equipment, failing to vacate a building when a fire alarm is sounded, or discharging a fire extinguisher without justifiable cause.
13. Possession of firearms, fireworks, explosives or other dangerous weapons within or upon the grounds, buildings or any other facilities of the College. This policy shall not apply to any police officers or other peace officers while on duty authorized by the College. (A dangerous weapon means any object or substance designed to inflict a wound, cause injury or incapacitate. Weapons may include, but are not limited to BB guns, slingshots, martial arts devices, brass knuckles, bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon that is used by a person to cause fear in or assault another person is expressly included within the meaning of a firearm, explosive or dangerous weapon. Weapons, e.g., for sporting purposes must be stored with Anderson College Security.)
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities

- within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
  16. Written messages on wearing apparel, as well as music, which are contrary to the policies and standards of Anderson College or those containing vulgarity are not acceptable.
  17. Conduct or language which is disorderly, obscene, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
  18. Knowingly and wilfully abusing a position of trust.
  19. Being in or having someone of the opposite sex in a residence hall in areas other than lounges except during approved visitation hours or on the first or last day of the semester when helping move into or out of the residence hall.
  20. Entering into an illicit sexual relationship with a person of the opposite or same sex.
  21. Theft or other abuse of computer time, including but not limited to:
    - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Unauthorized use of another individual's identification and password.
    - d. Use of computing facilities to interfere with the work of another student, faculty member or college Official.
    - e. Use of computing facilities to send obscene or abusive messages.
    - f. Use of computing facilities to interfere with normal operation of the College computing system.
  22. Abuse of the Judicial System, including but not limited to:
    - a. Failure to obey the summons of a judicial body or College official.
    - b. Falsification, distortion, or misrepresentation of information before a judicial body.
    - c. Disruption or interference with the orderly conduct of a judicial proceeding.
    - d. Institution of a judicial proceeding knowingly without cause.
    - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    - h. Failure to comply with the sanction(s) imposed under the Student Code.
    - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. "no contest" or "nolo contendere").
  2. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
  3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
- \* The College reserves the right to penalize students for code violations that occur off-campus.

## **Article IV: Judicial Policies**

### **A. Charges and Hearings**

1. Any member of the College community may submit facts relating to possible violations against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event, or the discovery of the event, takes place, preferably within 72 hours unless additional time is needed to obtain additional facts or information.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.
4. Persons charged with violations of the Disciplinary Code are expected to participate fully in the College's disciplinary procedures. A student is to respond within 24 hours after charges have been delivered. If a charged party does not respond within 5 days from the date charges have been delivered, he or she forfeits a choice of hearing options. Should this happen, a hearing is scheduled, the charged party is notified of the hearing date, time and location, and the procedures are completed with or without the benefits of the charged party's participation.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advisor from within the college community. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
  - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

- g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
  - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
- 7. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

## B. Sanctions

- 1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning --- A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation --- A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges --- Denial of specified privileges for a designated period of time.
  - d. Fines --- Previously established and published fines may be imposed.
  - e. Restitution --- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions --- Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - g. Residence Hall Suspension --- Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion --- Permanent separation of the student from the residence halls.
  - i. College Suspension for a Definite Period --- Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. College Suspension for an Indefinite Period --- Termination of student status for an unspecified period of time. The student is able to apply for formal readmission to the College no sooner than one year from the time of suspension.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, College suspension or College expulsion, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or college expulsion shall be expunged from the student's confidential record 3 years after the student completes his or her studies at Anderson College.
4. The following sanctions may be imposed upon groups, clubs, teams, or other campus organizations:
  - a. Those sanctions listed above in Section B 1, a through e.
  - b. Deactivation: Loss of all privileges, including College recognition, for a specified period.
5. In each case in which a judicial body determines that a student has violated Prohibited Behavior, the sanction(s) shall be determined and imposed by the judicial body. Following the hearing, the Judicial Advisor shall notify the accused in writing of the judicial body's determination and of the sanction(s) imposed, if any.

#### C. Interim Suspension

In certain circumstances, the President of the College, may impose a College or residence-hall suspension prior to the hearing before a judicial body. The hearing should be scheduled as soon as possible to make a determination on the case.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.

#### D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by the accused students or complainants to the Vice President for Academic and Student Affairs within three (3) school days of the decision. Such

appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee. Grounds for an appeal shall be:

- a. Procedural rights violated, or
  - b. Sanction too severe.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
    - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
    - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
    - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
    - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
  3. As a result of the appeal, the Vice President for Academic and Student Affairs may:
    - a. Uphold the decision of the original judicial body,
    - b. Reverse the decision of the original judicial body,
    - c. Add to or lessen the sanction, or
    - d. Leave the final decision to the Dean of Student Services.
  4. The Dean of Student Services has the right to appeal a decision if the sanction is deemed inappropriate or that procedures have been violated.

#### E. Presidential Right of Dismissal

The President of the College is authorized by the Board of Trustees to request the withdrawal of any student whose presence in the College, for reasons of health, conduct, or scholarship, does not meet with the approval of the administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

#### **Article V: Interpretation and Revision**

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Services or his or her designee for final determination.

- B. The Student Code shall be reviewed every three years under the direction of the Judicial Advisor. More frequent review may be conducted if deemed necessary by the Judicial Advisor.

#### **Article VI: Enactment**

The Disciplinary Code as printed was approved by the Student Development Division (now Student Services Division) and the President of the College in May, 1992. It was approved by the Student Government Association in April of 1993; some revisions were made in the spring of 1995 and the spring of 1997.

The entire College staff is charged with the responsibility for maintaining order and discipline on campus. The Student Services staff is responsible for handling disciplinary procedures as they relate to the Code of Behavior. The staff attempts to make discipline redemptive, fair and consistent. Fundamental fairness is observed when alleged violations are reported. Judicial procedures are found in the judicial section of the SGA Constitution.

While the specific intent to commit an act is an important consideration in determining guilt or innocence and appropriate sanctions, students are responsible even when their actions are due to negligence.

The College reserves the right to pursue disciplinary action if a student violates the prohibited behavior code and withdraws from the College before administrative action is final.

#### **Violation Through Implied Consent**

All students in a room may be held responsible for behavior or objects in that room, even if they are not participating in the behavior or in possession of the items and regardless of how long they have been in the room.

If a student enters a room where a violation of policy is occurring, or a violation is initiated in a room that he or she is in, he or she should immediately leave. Otherwise, by choosing to remain in the room, he or she assumes responsibility for all behavior and items in that room, regardless of his or her participation. If the student is the resident of that room, or owner of the vehicle or space, he or she will be held responsible regardless of his/her presence.

#### **Automatic Minimum Sanctions**

Disciplinary records are maintained for students on a continual basis. Violations of the discipline code are cumulative and are carried over from year to year. A student's complete discipline record will be considered when deciding sanctions.

- **Setting a fire on campus.** Sanction: Suspension from the College.
- **Discharging a fire extinguisher or pulling a fire alarm without justifiable cause.** Sanction: First offense: \$200 fine, suspension from the residence halls.  
Sanction: Second offense: Suspension from the College.
- **Damaging property (malicious) of the College, staff or students.** Sanction: Suspension from the residence halls.
- **Unauthorized use of telephone access codes/cable TV lines/computers.** Sanction: First offense: \$150 fine per person, probation, notification of parents.  
Sanction: Second offense: Suspension from residence halls, notification of city police.  
Sanction: Third offense: Suspension from the College.
- **Possessing and/or consuming alcohol on campus (regardless of age).** Sanction: First offense: Fine equal to fine for similar charges for open container in the City of Anderson (currently \$325), probation, notification of parents.  
Sanction: Second offense: Suspension from the residence halls, required session with Counseling; attend ADAC education program. (\$25 fee for counseling materials).  
Sanction: Third Offense - Suspension from the College.
- **Being under the influence of alcohol** Sanction: First offense: \$325 fine, notification of parents, probation.  
Sanction: Second offense: Suspension from the residence halls, required session with Counseling; attend ADAC education program. (\$25 fee for counseling materials).  
Sanction: Third offense: Suspension from the College.
- **Possession of empty containers of alcoholic beverages** Sanction: First offense: If other factors indicate consumption of alcoholic beverages has taken place, then the offense will be treated the same as possessing and/or consuming as noted above. If such factors are not present, then the sanction for a first offense will be \$25 per empty container, probation, notification of parents.  
Sanction: Second offense: \$50 per container, suspension from residence halls, required session with Counseling; attend ADAC education program. (\$25 fee for counseling materials).  
Sanction: Third offense: Suspension from the College.
- **Simple possession of illegal drugs or drug paraphernalia** Sanction: First offense: Fine of \$325, notification of parents, ADAC education program, probation (\$25 fee for counseling materials).  
Sanction: Second offense: Suspension from the College.

- **Being in or having someone of the opposite sex in the residence hall.**  
Sanction: First Offense: \$150 fine per person, notification of parents, probation.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third offense: Suspension from the College.
  - **Failing to vacate a building during a fire alarm.** (The term "vacate" is considered to mean moving outside the building, not relocating to a lobby or colonnade.)  
Sanction: \$25 fine per incident.
  - **Possession of a firearm.**  
Sanction: First Offense: Suspension from the residence halls.  
Sanction: Second Offense: Suspension from the College.
  - **Setting off fireworks on the campus.**  
Sanction: First Offense: \$100 fine plus cost for any damages, probation.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third Offense: Suspension from the College.
  - **Obscene/Vulgar Language.**  
Sanction: First Offense: \$100 fine, probation, notification of parents.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third Offense: Suspension from the College.
  - **Theft.**  
Sanction: First Offense: \$150 fine, probation, notification of parents.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third Offense: Suspension from the College.
- \* Students who fail to comply with disciplinary sanctions will be subject to added sanctions, including suspension from the residence halls and/or the College.

#### **ENTERING ROOMS**

Although the College will make reasonable effort to respect the privacy of a student's room, Anderson College maintains the right of entry into a student's room for reasons of emergency, maintenance, order, concern for a student's safety. Maintenance and safety inspections will be preformed by authorized college personnel only. Illegal items in plain view may be confiscated. (See Search and Seizure Policy below:)

#### **Entering Rooms by College Officials (Search and Seizure Policy)**

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.

2. A search of a student's room may be made by officials of Anderson College with a written search warrant from the Dean of Student Services or the Director of Residence Life. Residence Hall Supervisors may sign search warrants provided the search is not to be done in their own residence life complex.
3. The search must be made by two or more College officials or by one College official with a witness, who is not an occupant, present at all times.
4. An itemized list of all objects seized during the execution of the search warrant will be prepared at the conclusion of the search and signed by all officials and witnesses. A copy of the signed list will be left with any occupant of the room, or in the event no occupant is present during the search, the copy will be left in the room. In the event nothing is seized during the search a copy of a signed statement attesting to that fact will be left with any occupant or in the unoccupied room. Any occupant present during the search will be asked to sign the list or statement, not as an admission of guilt, but to attest to what is being seized.
5. In the event that disciplinary charges are brought against a student as a result of the search and subsequent seizure, the student will be given due process and a hearing as outlined under the Judicial Procedures in this Student Handbook.
6. In emergency situations when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or destruction of contraband, college officials may enter a room without a search warrant and search as necessary.
7. If items not allowed on the Anderson College campus are in plain view to a college official, a search warrant from Anderson College is not necessary. Items in "plain view" constitute reasonable cause to suspect other items not allowed on the campus may be in the immediate area, and the official may make a search of the area without further authorization.

Note: Any time it is necessary for local law enforcement personnel to search a student's room, a college security officer will be present.

#### **POSSESSION OF FIREARMS AND OTHER WEAPONS AT ANDERSON COLLEGE**

All students should be aware that South Carolina law declares it is a misdemeanor for any person to carry or have in their possession a firearm of any kind at a private or public school, college or university. The law applies to all buildings and residence halls at Anderson College and all adjacent areas, including the campus and parking lots. The maximum penalty is \$5000.00 fine / or five years in prison.

Anderson College is concerned about the danger of firearms being on our campus. Possible violations will be reported to the Anderson Police for investigation and prosecution.

In the event you desire to keep a firearm or other type of weapon for hunting or sporting purpose while attending Anderson College, you must contact the Security Office to make arrangements for storage. Under no circumstances may you take a firearm or other weapons

described in the Student Handbook to your room or leave it in a vehicle parked on campus.

Please contact the Security Office if you have any questions about bringing firearms or other weapons on campus.

## **FIRE DRILL PROCEDURES**

State and federal regulations require that a fire drill be held in all resident life dormitories on campus once each semester.

This is done to familiarize new students with the alarm systems and means of evacuation during a fire.

The Security Department will conduct these fire drills and be responsible for training of all Resident Hall Supervisors and Resident Assistant personnel. These drills will be conducted with the cooperation of the Resident Life Office. The President and his staff will be notified prior to a fire drill being conducted, also the residents of all dorms will be notified within thirty days of a fire drill. Notification will be in writing to the Resident Hall Supervisors and Resident Assistant staff. It will be their responsibility to inform the residents of their respective dorms.

Fire drills will be conducted following the procedure outlined below:

- (1) The Fire alarms will be sounded and time given all persons in the building to evacuate the premises.
- (2) A Security Officer accompanied by either an RHS or RA will check each room to insure that all personnel have left the building. It is the policy of the Security Department to check all closets or anywhere that a person could hide to make certain that everyone is clear.
- (3) After all rooms have been checked the ranking officer or designated person will give the all clear and persons will be allowed to re-enter the building and their dorm rooms.
- (4) All alarm systems will be reset and checked to make sure they are operating properly.

Full cooperation of all staff and residents is needed for these drills to be conducted quickly and efficiently.

## **PARENTAL NOTIFICATION**

If a student is involved in serious academic, financial, or social difficulty parents more than likely will be notified. Any time a student is guilty of illegal activity on campus, placed on disciplinary probation, requested to withdraw, or suspended from the College or residence halls, parents or guardians of dependent students are automatically notified.

## **DISCIPLINARY PROBATION**

Students on disciplinary probation risk suspension from Anderson College if there is additional participation in prohibited behavior while on probation; in addition, disciplinary probation may affect a student's transfer to another institution, status in a campus club, organization, or on an athletic team, and future financial, citizenship, and scholastic recognition.

A student's disciplinary probation status is not public information. Upon the request of an organization's advisor or coach, the disciplinary status of a student will be provided by the Student Services Office, provided the student is officially associated with the organization or team of the person making the request. Results of discipline proceedings involving students are made available to the directors of Security and Residence Life. Anderson College reserves the right to notify parents or guardians of dependent students of violations of the discipline code, placement of the student on probation, and/or suspension from the residence halls or the college.

## **DISCIPLINARY FINES**

A student who participates in prohibited behavior may have several sanctions imposed. One of the sanctions may be a monetary fine. As is the case in City, State and Federal Courts, fines are imposed to serve as a deterrent and a reminder that regulations have been violated by the individual.

Fines that are assessed to students are payable to Anderson College and should be paid in the Business Office. Fines that are paid at the end of the semester may be considered delinquent and for resident students may prevent the student from gaining access to his/her room at the beginning of the following semester.

## **DUI POLICY**

Of all the fatal accidents on South Carolina's roads, at least two-thirds of these involve a driver or a pedestrian who has been drinking. During the hours between 7:00 p.m. and 3 a.m., one of four drivers on the state's highways has been drinking. One out of ten has a blood alcohol content level high enough for him to be charged with driving under the influence.

In the face of these startling statistics, South Carolina has mounted an extensive campaign aimed at reducing the rate of increase of DUI accidents. These efforts have resulted in expanded and stiffer laws, penalties and fines, implementation of an "Open Container Law," and in May 1984 the Governor of South Carolina signed a bill raising the alcohol beverage drinking age. In South Carolina, the legal age to drink alcoholic beverages is 21 years old.

Anderson College is supportive of state efforts to reduce the number of highway deaths and accidents related to alcohol use. A student guilty of DUI will be required to come to a

conference with the Dean of Student Services to discuss ways for improved behavior. Should the student receive another DUI charge, more drastic action will be taken which may result in suspension from Anderson College.

### **MENTAL HEALTH REFERRAL POLICY**

Should the Dean of Student Services or the Counselor determine that, in his best judgment, there is the reasonable possibility that a student is a threat to self, to others, or to the good order of the academic community, the Dean of Student Services, in consultation with the Counselor, will recommend a psychiatric/psychological evaluation by an appropriate mental health professional for the purpose of determining the student's ability to function safely in the academic environment.

If the student refuses to be evaluated by an appropriate mental health professional, the student will be immediately placed on interim medical suspension from the College. Interim medical suspension will be continued until the student consents and is evaluated or until a disciplinary hearing, following the regular college procedures, is held.

If it is the determination of the appropriate mental health professional that the student is not medically or behaviorally able to function in the college environment and if the required time for treatment will interfere with the student's academic work, the Counselor will initiate a withdrawal for medical reasons from the College. A student who is withdrawn under these circumstances and who at a later date desires readmission will be required to provide a written opinion from the professional from whom treatment was received substantiating the ability of the student to perform consistently with the regulations of the College. Should the time of treatment be such that it does not interfere with a normal academic workload, the student will be able to return to the College provided the treating mental health professional recommends return and is willing to establish consultative contact with the Counselor at the College. Students who continue at the College under these circumstances will be expected to conduct themselves consistent with the standards of the College. When the appropriate mental health professional determines that no threat to self, to others, or to the good order of the academic community exists, the student will be able to continue at the College provided the behavior is consistent with the standards of the College. Should the student's behavior become disruptive to the residential living environment, the College, using regular disciplinary procedures, may refuse the student on-campus housing.

If it is deemed necessary to refer a student for evaluation, the Dean of Student Services will contact the parents or guardians for the purpose of enlisting assistance.

### **THEFT**

Anderson College does not assume any responsibility for theft of a student's personal belongings. If a theft does occur, students should report the theft to the Security Office. The College encourages students to keep a record of any article that has a serial number. In many instances a parent's homeowner's insurance will cover all or part of the replacement

of stolen articles.

Thefts of items or cash valued at \$150 or more, considered grand larceny and a felony, are automatically reported to the local police for disposition in local courts.

## CANCELED CLASSES

Classes are seldom canceled because of inclement weather. However, if you have questions about this matter, please listen to WANS, WAIM radio or WYFF or WSPA TV. If bad weather keeps you from attending class when classes have not been canceled, you must take the initiative in contacting your instructor about missed class time, etc.

### Information on Use/Abuse of Alcohol, Tobacco, and Controlled Substances

#### **Effects of Alcohol**

Surveys of college students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process. These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register, Vol. 55, No. 159, Thursday, August 16, 1990: "Rules and Regulations.")

#### **Effects of Tobacco Products**

Tobacco products are harmful to individuals, when smoked, inhaled or used orally. Tobacco contains over 4,000 different gases, particles and compounds including tar, nicotine and carbon monoxide. Tobacco smoke "tar" is composed of several thousand chemicals that can damage lung tissue and cause several diseases.

Nicotine is found only in tobacco. It acts as a mild stimulant to the central nervous system and is what causes the addiction to tobacco products. Carbon monoxide, which makes up about 4 percent of tobacco smoke, impairs the oxygen-carrying capacity of the blood to the body's tissues, literally driving the oxygen out of the red blood cells. At the same time nicotine is causing the heart to work harder, it is depriving the heart of the extra oxygen it needs. Carbon monoxide also promotes cholesterol deposits in arteries, impairs vision and judgement, and reduces attentiveness to sound.

Smoking is the single largest preventable cause of premature death and disability in the United States and is related to 390,000 deaths each year. Statistics indicate that smokers die younger than nonsmokers. Smoking is one of the major risk factors in heart attacks. The use of tobacco has been implicated in cancers of the mouth, larynx, pharynx, esophagus, pancreas, cervix, uterus and bladder. Smoking accounts for approximately 30 percent of all cancer deaths, as a major cause of heart disease, and is linked to colds, gastric ulcers, chronic bronchitis, and emphysema. The American Cancer Society estimates that smoking cigarettes account for 85 percent of lung cancer cases among males and 75 percent among females.

The effects of other drugs on the body are discussed on the chart on the following page.

## Information About the South Carolina Law Regarding Alcohol

It is Illegal:

- To purchase or possess beer or wine if you are under the age of 21. Penalty: A fine of not less than \$25 nor more than \$100.
- To purchase or possess liquor if you are under the age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days. To lie or give false information concerning age in order to purchase beer or wine. Penalty: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to obtain liquor. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
- To possess an altered or invalid driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To lend a driver's license or personal identification card to any other person. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To give false information on an application to obtain a driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To alter a driver's license. Penalty: A fine of not more than \$2500 or imprisonment for not more than six months or both.
- To sell or issue a false driver's license. Penalty: A fine of up to \$2500 or imprisonment for not more than six months, or both.
- To use someone else's driver's license or identification card. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To use an altered driver's license or identification card containing false information. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To give beer, wine or liquor to anyone who is under the age of 21. This law includes serving anyone in your home except your child or spouse. Penalty: A fine of not more than \$200 or imprisonment for not more than 30 days.
- To sell beer, wine or liquor to anyone under age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days nor more than 60 days, or both.
- To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed minibottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- Display conduct- To be grossly intoxicated on any highway or at any public place or public gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days
- To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.10% or more, it may be that the person was under the influence of alcohol. With a BAC less than 0.10% the BAC may be considered with other evidence and the person may be charged with DUI. Penalty: 1st

- offense: A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months. 2nd offense: A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than 1 year; driver's license is suspended for 1 year. 3rd offense: A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than 3 years; driver's license is suspended for 2 years. 4th or subsequent offenses: Imprisonment for not less than 1 year nor more than 5 years; driver's license is suspended for 3 years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of arrest.
- Felony driving under the influence - Driving under the influence which results in great bodily harm or death. Penalty: For causing great bodily harm - A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 10 years; driver's license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than 1 year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years.

## Information About South Carolina State Law Regarding Controlled Substances

A partial list of South Carolina controlled substance laws follows:

**A. Marijuana, Hashish, Methaqualone, Amphetamines.**

1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense -not more than 30 days or not less than \$100 nor more than \$200. 2nd or subsequent offenses -not more than 1 year and/or \$200 to \$1,000.
2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense - not more than 6 months and/or not more than \$1,000. 2nd or subsequent offenses - not more than 1 year and/or not more than \$2,000.
3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense - not more than 5 years and/or not more than \$5,000. 2nd offense - not more than 10 years and/or not more than \$10,000. 3rd or subsequent offenses - not more than 5 years nor more 20 years and/or not more than \$20,000.

**B. LSD, Heroin, Cocaine**

1. Possession. Penalty: 1st offense - not more than 2 years and/or not more than \$5,000. 2nd offense - not more than 3 years and/or not more than \$5,000. 3rd or subsequent offenses - not more than 4 years and/or not more than \$10,000.
2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense – not more than 15 years and/or not more than \$25,000. 2nd offense - not less than 5 years nor more than 30 years and/or not more \$50,000. 3rd or subsequent offenses - not less than 15 years nor more than 30 years and/or not more than \$50,000.

**C. Ice, Crack, Crack Cocaine**

1. Possession of less than 1 gram. Penalty: 1st offense - not less than 2 years nor more than 5 years and not less than \$5,000. 2nd offense - not less than 4 years nor more than 7 years and not less than \$10,000. 3rd or subsequent offenses - not less than 10 years nor more 15 years and not less than \$15,000.

For further information concerning controlled substances, please contact the Anderson College Security Department.

## **Resources and Student/Employee Assistance**

Anderson College is a community and all members of the community are responsible for maintaining order, and discipline on the college campus. The Student Services Division serves the primary role of coordination and implementation of Anderson College's substance abuse policy. The division's position emphasizes the early identification of the intervention into substance use problems experienced by persons. Our personnel and institution's commitment is made manifest by the following services:

### **Information**

The College Counselor provides current information on alcohol and other drugs, including topics of addiction, self-assessment and help, high risks behaviors leading to and consequences of drug use, and drug facts.

The College Health Center provides current information on the use and abuse of alcohol, tobacco, and drugs. Programs are provided on topics of health care throughout the year. The nurse is available for consultation with any person.

This information is made available through brochures, journals, books, video, and cassette tapes, posters and newsletters to faculty/staff and students. High traffic areas of the campus will be provided with handout materials related to substance use and it's consequences.

### **Education/Programming**

Educational experiences are offered by key areas within the college. These experiences include:

-Alcohol Awareness Week - one to two week emphasis each semester with the focus on substance abuse. Offerings to general campus population and special groups.

-Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings.

### **Counseling/Referral**

Counselors have special training in addiction counseling. Other staff members of the college have also received special training and experience in addiction counseling and are available for programming, counseling, and referral.

Close affiliation with the Anderson/Oconee Alcohol and Drug Abuse Commission, where persons may be referred for assessment and/or treatment.

Agreement with the Vocational Rehabilitation of South Carolina Office to refer individuals for counseling and assistance.

Students referred to counseling due to drug/alcohol violations must pay a \$25 fee to cover counseling materials.

#### **Phone Numbers:**

Dr. David Massey, Counselor 231-2018  
Anderson College Health Center 231-2148  
Anderson College Security 231-2060  
Anderson-Oconee Alcohol and Drug Abuse Commission 260-4168  
S.C. Vocational Rehabilitation Office 224-6391

CONTROLLED SUBSTANCES - *Uses & Effects*

## **Campus Activities Board**

### **Purpose:**

To plan, organize, and implement a program of social activities at Anderson College.

### **Function:**

1. Keep abreast of student social needs.
2. Plan programs to meet social needs.
3. Offer a variety of programs so that needs of smaller groups will not go unheeded.
4. Work within budgetary allotment.
5. Determine if and when and how much to charge students for social activities.
6. Give adequate publicity to social events.
7. Organize effectively to see that every detail of the activity is student led.

### **Membership:**

Membership to the Campus Activities Board shall be granted only to those students who have filed application with the Activities Board, have been interviewed, and who meet the approval of the existing Board and the Student Senate. There are four committees that have available membership: Dance/Concert, Film, Special Events, and Publicity.

#### **I. Chairman**

- a. The President of the SGA will appoint the Campus Activities Board Chairman (and vice-chairman, if deemed necessary) based upon the recommendations of the existing Activities Board and its sponsor.
- b. The Chairman of the Activities Board shall;
  1. Call meetings of the Board.
  2. Preside over meetings and retreats.
  3. Appoint committees within the Board.
  4. Temporarily fill in for a committee chairman in the event of a vacancy.
  5. Attend Senate meetings and vote.
  6. The Chairman shall be an upperclassman who shall be appointed in spring of the current year.
  7. Attend all current organizational sponsored events.
  8. Serve as representative on the Executive Branch.

#### **II. Other Members**

- a. The President of the SGA and the chairman of the Campus Activities Board, jointly, shall appoint upperclassmen from the applicants to serve on the Board. The Board is made up of four committees: Dance/Concert, Special Events, Film, and Publicity.
- b. Students shall submit applications to the Activities Board by the August/September deadline as set by the Board.
- c. The Advisor of SGA and the Campus Activities Board Chairman, jointly, shall appoint members from the applicants to serve on the Board.

- d. Members shall be appointed by mid-September.
- e. A member, upon resubmission of application and interview, may be reappointed to the Board for additional years.
- f. All Board members must have Senate approval.
- g. All members must maintain a 2.0 GPA. Grades will be checked at the end of each semester.
- h. Members must not be on academic or disciplinary probation.
- i. If members are on probation or fall below a 2.0, they are released and a new member will replace them.

**Attendance:**

Members of the Campus Activities Board shall attend all Campus Activities Board sponsored functions. Two absences per semester are allowed for the meetings. For events, members must go to all of their committee's activities and one-third of all other planned Campus Activities Board events per semester, including each semester's planning retreat and alternating for certain committee events due to nature or cost of the event.

**Assuming Office:**

Chairmen of the Campus Activities Board are sworn into office in the spring of each year but do not assume assigned responsibilities until the fall semester of the next academic year.

**Sponsor:**

The sponsor of the Activities Board shall be the Student Activities Director.

**Food Service Committee**

**Purpose:**

To meet with the Manager of the Food Service Department and Vice-President for Business Affairs for sharing ideas, clarification of situations, and recommending special events programs. The Chairman is appointed by the SGA president.

**Student Membership:**

The President of the Student Government Association and chairman of the committee shall appoint six (6) students to serve on the Committee. The students will be appointed, with Senate approval, in September of each academic year and shall serve the duration of that academic year.

**Other Membership:**

Vice-President for Business Affairs, Manager and Assistant Manager of Food Service.

**Meetings:**

Meetings shall be held at least three (3) times a semester, and they shall be called by the Chairman.

## **Commuting Student Committee**

### **Purpose:**

The purpose of the Committee is to give the commuting student a representative voice in student life at Anderson College.

### **Function:**

1. Encourage and plan commuting student involvement in student life.
2. Encourage commuting students to become active participants in Student Government offices and elections.
3. Help set up and organize participation in intramurals.
4. Make recommendations and/or proposals to the Student Senate regarding concerns of commuters.
5. Have at least two meetings of commuting students per semester.
6. Sponsor a fellowship, get acquainted time for commuters at the beginning of each semester.
7. Make recommendations to Student Government President of potential leaders within commuting students.

### **Membership:**

1. Chairman
  - a. The President of the Student Government Association shall appoint the chairman of the Commuting Student Committee. The Student Senate shall approve the Chairman.
  - b. The Chairman of the Committee shall:
    1. Call meetings of the Committee.
    2. Preside over the meetings.
    3. Appoint committee within the committee.
    4. Serve as the official representative of the commuting students.
    5. Represent the Commuting Student Committee at a Senate meeting if the Senate so desires.
  - c. The Chairman shall be a rising upperclassman and will take office at the time Student Government officers are initiated.

### **II. Other members:**

- a. The Chairman of the Commuting Student Committee, after consultation with the SGA President, shall appoint 6 upperclassmen and 3 freshmen to serve on the Committee. Committee members must have approval of the Student Senate.
- b. The 6 upperclassmen will be appointed in the spring of the current year. They will serve until the SGA installation of the following year.
- c. The 3 freshmen shall be appointed by mid-September of their freshman year and serve until the SGA installation of the same year. A freshman may be reappointed to serve as an upperclassman.

## **Elections Board**

### **Purpose:**

The Elections Board shall be in charge of all elections held by the Student Government Association.

### **Function:**

1. Hold elections for President, Vice-President, and Secretary of the Student Government Association.
2. Hold election for Student Senate.
3. Hold election for class officers.
4. Hold election for the Second Mile Award.
5. Hold election/nominations for the AC Beauty Pageant and Homecoming Court.
6. Be in charge of voting on ratification of Constitutional or referendum on Constitutional changes.
7. Set up balloting stations.
8. Count votes except committee members who are candidates in the election being held.
9. Meet with candidates to explain election procedures.
10. Determine manner in which candidates shall be presented to the student body.

### **Membership:**

#### **I. Chairman**

- a. The Secretary of the Student Government Association shall be the Chairman of the Elections Board.
- b. The Chairman shall assume office upon Student Government Association installation.

#### **II. Other Members.**

- a. The President of the Student Government Association, after consultation with the Chairman, shall appoint two (2) seniors, (2) juniors, two (2) sophomores and two (2) freshmen.
- b. Membership shall be completed by mid-September, and members will serve the entire year.

### **Elections Board Guidelines**

The guidelines set below are suggested as election procedures:

1. Balloting stations on campus will be determined by the Elections Committee and announced in advance in the "Campus News" and other methods of promotion.
2. Volunteers will be used to supervise the boxes.
3. The time of balloting will be designated by the Elections Board.
4. Identification card must be shown to receive a ballot.
5. Each student must cast his/her own ballot.
6. No campaigning will be allowed in the voting area.
7. Provisions for absentee ballots can be made.

8. Elected positions requiring speeches must be done within time limits or they will be scratched from the ballot.
9. Any other campaign guidelines determined by student senate approval.
10. Final approval of election results will be by the Advisor.
11. Disciplinary charges will be filed against anyone tampering with the election of any College-recognized student organization (see "Proscribed Conduct," B. #1. c. in the Student Handbook).

### **Communications Committee**

#### **Purpose:**

To communicate to the student body through posters, newsletters, etc., the upcoming events and work of the Student Government Association.

#### **Function:**

1. To sponsor the Campus News.
2. To announce election dates, times, and places.
3. To prepare posters and other publicity methods for all Student Government Association sponsored events, SGA brochure, etc.
4. To prepare an SGA Newsheet once a month for the student body.

#### **Membership:**

##### **I. Chairman**

- a. The President of the Student Government Association shall appoint a Communication Chairman with Senate approval.
- b. The Chairman of the Communications Committee shall:
  1. Call meetings of the Communications Committee.
  2. Preside over meetings.
  3. Be in charge of gathering information to be communicated.
- c. The Chairman shall be an upperclassman who shall be appointed in the spring of the current year.

##### **II. Other Members:**

- a. The President of the Student Government Association, after consultation with the Communications Committee Chairman, shall appoint six upperclass resident or commuting students.
- b. The upperclassmen shall be appointed in the spring of the current year.
- c. The President of the Student Government Association, after consultation with the Communications Committee Chairman, shall appoint two freshmen students.
- d. The two freshmen shall be appointed by mid-September of their freshman year.
- e. A member may be reappointed to the Committee for the additional years.
- f. All members must have Senate approval.

### **Other Committees**

The SGA appoints members of the following ad hoc Committees:

1. Beauty Pageant Committee -Senior Class President
2. SGA Handbook Committee
3. Leadership Scholarship Committee
4. Parents Weekend Planning Committee
5. Institutional Shared Governance Committees that require student representation.
6. Homecoming Committee - Junior Class President

Members of the Committees are appointed by the SGA Vice-President, advisor, and approved by the Student Senate.

### **ANDERSON COLLEGE VEHICLE CODE (ACVC)**

Anderson College owns and occupies 32 acre. The College's right to control traffic and parking on its campus is conferred by the *South Carolina Vehicle Code (SCVC)*. The **Security Department has the responsibility and authority to administer the traffic policy** of the College and to control traffic accordingly.

The operation of a bicycle, skateboard, or motorized vehicle on campus is a privilege granted by the College and is **not a right** of any employee, student, or visitor. *ACVC*. rules and regulations are designed to aid the flow of traffic, provide the maximum parking possible, and to make the streets safe for vehicles, pedestrians, residents and children playing on campus.

#### **SECTION 1. EFFECTIVE DATE**

- A. The *ACVC*. is effective as of June 1, 1996.
- B. This vehicle code is subject to changes at any time. Any change will be in effect the Monday following an announcement in the Chapel Announcements and/or the Campus News.

## **SECTION 2. STATEMENT OF POLICY**

All individuals registering a vehicle with the Security Department, or operating a vehicle on College property, agree to:

- A. **Obey all College Policies, Rules, and Regulations:**
  - 1. **Obtain, read, and abide by** the College Vehicle Code.
  - 2. **Pay** all fees and fines assessed for violations of this code.
  - 3. **Protect and hold harmless** the College and its students, officers, and employees from all claims from injuries to any persons or damage to property by reason of operation of this vehicle or any vehicle on campus.
  - 4. **Maintain** licenses, registration, and Liability and Property Damage Insurance for vehicles as required by law.
  - 5. **Permit:** Issuance of a Permit is not a guarantee that a parking space will be available.
  - 6. **Campus** shall include the property of the College, areas where College events occur, and areas where students assemble or congregate.
- B. Permits shall not be issued without proof of:
  - 1. Valid Driver's License.
  - 2. Current DMV Vehicle Registration and license plate.
  - 3. Current Vehicle Insurance for each vehicle operating on College property.
- C. Any expenses incurred by this Department pertaining to vehicles on campus will be the responsibility of the Permit holder, registered owner, or violator with charges applied to that account.
- D. Anderson College neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on College property.
- E. Parking, Policy, and Moving violations may be issued at the time of the infraction and posted on the vehicle, or mailed to the violator.

## **SECTION 3. REGISTRATION, PERMITS & RESPONSIBILITIES**

- A. **Vehicle Registration:** All vehicles must be registered with the Security Department within 48 hours of driving on campus. Failure to comply may result in a 50% late registration fee.
  - 1. Vehicle Registration: Current student fees are \$12.00 per school year for vehicle permit.

2. **Responsible person:** The individual registering the vehicle is held responsible for its operation on campus at all times, including payment of all fines.
- B. Unregistered/Abandoned Vehicles are subject to being towed away at owner's expense.
- C. Parking permits are not transferable from one vehicle to another vehicle without prior approval from the Security Department. Parking permits must be attached in a visible location on the rear bumper or rear window.
- D. Temporary-Visitors-Special Permits are available at no cost from the Security Department.
- E. Vehicle Storage on campus requires a Special Permit.
- F. **Vehicle/Equipment/Maintenance:** Vehicles operated on College property must comply with the State vehicle equipment regulations.
  1. Vehicle repairs or maintenance requires a Special Permit. These permits are issued for a specific period of time and repairs must be completed within the time specified.
  2. Unattended vehicles being repaired or requiring further maintenance which are left in an unsafe condition (up on jacks, etc.) are subject to immediate towing.
  3. Inoperative registered vehicles remaining inoperative for a period of 30 days are subject to being towed away at owners expense.

#### **SECTION 4. ZONES, CURBS, PARKING, RESERVED AREAS**

The Security Department and Physical Plant vehicles are exempt. All other vehicles are subject to being towed away at owner's expense. Designated parking stalls are the only authorized parking spaces.

No person shall stop, park, or leave standing any vehicle, unattended, in any of the following places, or conditions:

- A. Yellow Zones means no parking or stopping at anytime.
- B. Fire Lane/Hydrant: No parking or stopping at anytime (Tow Away Zones).
  1. Fire Hydrant: No parking within 18 feet of hydrant.
- C. Blue Zones (whether marked with a sign or not) are reserved for handicapped parking only, and require a handicap I.D. placard. User must be in possession of a DMV Placard.

- D. Designated Faculty/Staff parking: No student shall park in areas posted and reserved for Faculty/Staff. (7 a.m. - 4 p.m., Monday - Friday)
- E. Visitors Parking: No student, faculty, or staff member shall park in a parking area or space designated for Visitors. (8 a.m. - 4 p.m., Monday - Friday)
- F. Sidewalk, dirt, lawn, or Landscaped areas, may not be used for parking, deliveries, loading, or unloading.
- G. Vehicles must park within a marked stall and never occupy more than one space.
- H. Motorcycles, Mopeds, Scooters, and Bicycles must park in designated spaces assigned for those vehicles.
- I. Unattended Bicycles must be secured with a sturdy lock, or inside living quarters. No storage is permitted in stairwells, or hallways (immediate removal/loss of locking devices).

#### **SECTION 5. REGULATIONS**

- A. All provisions of the South Carolina Vehicle Code are applicable on College property, except as modified by the *ACVC*.
- B. Posted signs shall be obeyed at all times.
- C. Traffic Control Signs shall not be evaded by driving to the right of the sign, nor off the designated roadway.
- D. The speed limit on Campus is "No Faster Than it is Safe." It is never safe to travel faster than 15 MPH on campus.
- E. Pedestrians have the right of way over vehicles when crossing roadways, within marked crosswalks, unmarked crosswalks at road intersections, and within parking lots.
- F. Sidewalks/Pedestrian walkways: Motorized vehicles, skateboards, and bicycles are prohibited from operating upon sidewalks and pedestrian walkways.
- G. Parking lots must be entered and exited through designated areas. Vehicles shall not be driven across an unbroken white line marking parking lot or pedestrian walkway boundaries.
- H. Barriers, barricades, fences, or posts may be placed at any point necessary for safety, convenience, or traffic control. The removal or moving of such barriers, barrier-

tape, barricades, fences, or posts, is forbidden without the permission of the Security Department.

- I. Vehicle Anti-Theft/Burglar Alarms must reset automatically within five (5) minutes of activation. Non-resetting vehicle alarms may result in immediate tow away.
  - 1. Campus Areas: Activated alarms that interfere with classes, office business, or Facility Use events, are subject to immediate tow away.
  - 2. Residential Areas: During the hours of darkness, a third resetting false alarm during the same night may result in the vehicle being towed away.
- J. Blocking Campus Access or roadways:  
Vehicles parked in front of a closed gate or obstructing traffic flow are subject to immediate tow away.
- K. Dumping or Littering: No person shall place, deposit, or dump any garbage, debris, materials, or hazardous materials upon the grounds of this campus, except in appropriate or designated receptacles.

#### **SECTION 6. OFFENSES**

- A. Any violation of rule, regulation, or policy of the Anderson College Vehicle Code, Personnel Handbook, Student Handbook, or the College Catalog.
- B. Any other applicable violation of regulations not listed above.

#### **SECTION 7. FINES, FEES, AND PENALTIES**

- A. Fines are assessed proportionate to the severity of the violation in accordance with the current fine schedule of the Annual (Security) Report, and as posted in the Security Department office.

<b><u>List of frequent offenses</u></b>	<b><u>Fines</u></b>
No Current Anderson College Parking Permit	\$20.00
Improperly placed parking permit	\$10.00
Parked in reserved parking space	\$15.00
Traveling wrong way on one-way street	\$20.00
Parking in firelane or area not marked as a parking space	\$20.00
Improperly parked or Obstructing Traffic	\$10.00
Parking in handicapped zone (Anderson City Police Department has the right to ticket)	\$25.00
Reckless driving	\$25.00
Parking a boat or trailer on campus without special permit	\$20.00

- B. Receipt of five Parking citations per semester, may result in the suspension or loss of Anderson College driving and parking privileges.
- C. Payment of Traffic Fines , must be paid within three (3) school days at the Security Office. Fines not paid will be turned over to the Business Office with an additional \$10.00 administration fee. Unpaid fines may prevent a student from being accepted for another semester or receiving a transcript of grades.

## **SECTION 8. APPEALS**

- A. Citation Appeals must be made in writing to the Director of Security within two school days after receiving the violation.
- B. Ignorance of regulations, lack of parking space, will not be considered as a defense for violations.
- C. A student may request to make the appeal in person before the Appeals Committee or may rely on the reasons the student lists on the appeal form. In the event a student, who requests to appear in person fails to appear after receiving notice of the hearing date, the committee will make a decision based on the information appearing on the written appeal form.
- D. To support your appeal, state all relevant facts and mitigating circumstances.

## **SECTION 9. TRAFFIC CONCERNS COMMITTEE**

- A. The purpose of committee is to hear student appeals to traffic violations. The committee will have final authority.
- B. The committee shall composed of five students appointed by the President of SGA and approval by the Student Senate. The Director of Security shall serve as chairman of the committee without vote.
- C. At least three students on the committee must be present to constitute a quorum.
- D. The decision of the committee will be sent to the student normally within one week after the appeal, stating:
  1. Granted (Violation dismissed, Fine reduced, No Fine - Warning).
  2. Denied (Fine Stands)

1997-98 STUDENT GOVERNMENT ASSOCIATION  
AND  
CAMPUS ACTIVITIES BOARD  
LEADERS

SGA PRESIDENT	J.J. HALTIWANGER
SGA VICE PRESIDENT	MICHAEL HODGE
SGA SECRETARY	CHRISTIE ENGLISH
SENIOR CLASS PRESIDENT	KELLIE BATES
SENIOR CLASS SENATORS	AMY LUSK AMANDA LUSK JILL THOMASON FRAN KAY JENNIFER O'BRIEN JENNIFER BURDEN
JUNIOR CLASS PRESIDENT	LEIGHANNE MULDOON
JUNIOR CLASS SENATORS	LANI OUZTS KERVIN SEARLES AMY BOGGS JASON HALL
SOPHOMORE CLASS PRESIDENT	NATASHA FREEMAN
SOPHOMORE CLASS SENATORS	LORI JO COOPER MEG SMOAK
FRESHMEN CLASS PRESIDENT	TO BE ELECTED
FRESHMEN CLASS SENATORS (4)	TO BE ELECTED
COMMITTEES	
COMMUTER STUDENT CHAIRMAN	JOHN MCLAREN
COMMUNICATIONS CHAIRMAN	KIDATA SANDERS
FOOD SERVICE CHAIRMAN	
TRAFFIC CONCERN CHAIRMAN	JASON MANUEL
CAMPUS ACTIVITIES BOARD COMMITTEE CHAIRMEN	
FILM/VIDEO	AMY CROSBY
DANCE/CONCERT	ERIN FLEMING
SPECIAL EVENTS	STACIE EDENS
PUBLICITY	AMY STEADING & NICOLE CHESTNUT

## APPENDIX

Abuse of Alcohol, Tobacco, Controlled Substances .....	54
Academic Calendar .....	5
Academic Services Center.....	11
Alma Mater .....	72
Anderson College Vehicle Code .....	64
Athletics .....	14
Automatic Minimum Sanctions.....	47
Campus Activities Board .....	59
Campus Organizations .....	19
Canceled Classes .....	54
Canteen Hours .....	16
Change of Address .....	15
Cheerleaders.....	20
Class Attendance .....	7
Confidentiality.....	23
Constitution/By-Laws of SGA .....	24
Counseling .....	11
Crime/Sexual Assault .....	33
Disciplinary Code.....	38
Dress/Public Behavior .....	15
DUI Policy.....	52
Entering Rooms.....	49
Family Rights and Privacy Act of 1974.....	35
Final Exam Schedule .....	8
Fire Drill Procedures .....	51
Food Services .....	16
Forms of Academic Dishonesty .....	20
Free Play Opportunities .....	20
Guiding Principles.....	3
Goals of Student Government Association .....	4
Health Services .....	12
Individual Meal Prices .....	16
Information List for Resources .....	10
Intramurals .....	20
Intramural Sports .....	14
Judicial Policies .....	43
Library Regulations .....	17
Lost and Found .....	17
Master the Art of Living .....	13
Meal Prices .....	16
Mental Health Referral Policy .....	53
Parental Notification .....	51
Penalties for Academic Dishonesty .....	23
Policies Governing Final Exams .....	8
Possession of Firearms/Weapons .....	50
Post Office .....	18
Procedures for Dealing with Sex Offenses .....	33
Religious Life .....	15
Residence Life .....	12
Residence Policy .....	33
SC Law Regarding Controlled Substances .....	56

Security and Safety .....	18
SGA Committees.....	59
Student Publications .....	19
Smoking .....	18
Solicitation .....	18
Statement of College Purpose .....	1
Student Bank .....	19
Student Government Association .....	23
Student Health Insurance .....	19
Student Leaders.....	70
Student Rights .....	36
Student Right of Appeal/Judicial Rights .....	37
Theft .....	53
Violation through Implied Consent .....	47
Welcome from SGA President .....	4

## **ALMA MATER**

Dear to our hearts is our  
                          Alma Mater  
                          Loyal and true are we;  
                          Truest devotion till life has ended,  
                          Wholly we pledge to thee.

Tho' from thy halls far away  
                          We wander  
                          Thoughts back to thee will fly,  
                          And tender mem'ries time  
                          Cannot sever,  
                          Love that will never die.

Heaven's choicest blessings  
                          Ever attend thee.  
                          Dear Alma Mater mine --  
                          No shadows harm thee.  
                          No fears alarm thee.  
                          Always the sunshine thine.

And tho' we leave thee, we'll  
                          Never grieve thee,  
                          True to our Trust we'll be;  
                          Our best endeavor, now and  
                          Forever,  
                          Always to honor thee.

--Mrs. Charles Sullivan--



